



Dear Business Owner/Vendor,

We are now accepting vendors for Macomb Heritage Days 2017, scheduled for June 22nd-24th. This year's theme celebrates "Macomb's Outstanding Legal Tradition." We are very excited about it and hope you will join us for another Great Heritage Days!

The Heritage Days committee reserves the right to reject any application or request more information about any products. The committee also reserves the right to ask a vendor to remove any products displayed at the event that did not receive prior approval. If all rules and regulations are not followed the committee also reserves the right to not invite you back for next years Heritage Days. If you are with a Direct Sales Company, we will only allow 1 direct sales rep per company. Example 1 Avon Rep, 1 Plexus Rep, etc. Whoever gets their contract back to us 1st will be the Direct Sales Rep allowed, we will contact you and return your application and payment if we already have a Rep from your Company. We are capping the amount of vendors this year, so please get back to us soon.

A contract for exhibition is enclosed, along with set up and display times. Review the contract and return it with payment. All sales hours are **until 8:00 p.m.** on Friday and **8:00 p.m.** on Saturday. But you can remain open as long as entertainment is going on. **Vehicles are not allowed in the park before 10:30 p.m. on Saturday.**

Vehicles and supply trailers are not allowed in the park after unloading, **no exceptions.** Booths cannot be camping tents or campers/Rv's. There are designated areas to park supply trailers during the event.

Inquire about trailer parking during check in. Be sure to complete the section regarding all vehicles on the application.

There is no camping in Chandler Park. Camping sites include Argyle Lake, Spring Lake, and Timberview Lake Campground. Placement in the park will be assigned to you at Check-In. For further inquiry and concerns, contact the Macomb Area Convention and Visitors Bureau at 309.833.1315 or j.armstrong@makaitmacomb.com or Chris Krohe at cakwalkers@gmail.com. We look forward to your participation in Heritage Days 2017.

Sincerely,

Macomb Heritage Days Committee



Vendor Contract

June 22nd-24th 2017

(Please Print)

I am a:

Commercial Vendor _____

Flea Market Vendor _____

Craft Vendor _____

Direct Sales Rep Vendor _____

(Example: Avon, Thirty One, etc)

Name _____

ADDRESS _____

_____ ZIP _____

DAY PHONE _____ EVENING PHONE _____

Email _____ Expected Date of Set-Up _____

\$35 FOR ONE SPACE OR \$60 FOR TWO SPACES

(One space is 10 x 10.)

Electricity is \$5 extra

How much space needed _____

Electricity _____

I am enclosing a check/money order in the amount of \$ _____

Make checks payable to: **Macomb Heritage Days**. Fee must be paid in advance. No cash payments. **No Refunds.**

Type of product (*be specific*): _____

SET-UP TIME & SALES HOURS:

Set-up Time: Wednesday evening June 21st, call to make arrangements

Thursday, June 22nd = 8:00 am – 3:00 pm

Friday, June 23rd = 8:00 am – 10:00 am

Sale Hours: Thursday, June 22nd = 5:00 pm – 8:00 pm (*Optional*)

Friday, June 23rd = 12:00/Noon – 8:00 pm

Saturday, June 24th = 9:00 am – 8:00 pm

Thursday display is optional. Friday and Saturday display is mandatory.

You are allowed to stay open as long as there is entertainment going on. Some entertainers are scheduled to perform until 10:30 pm at the latest. If you choose to stay open that late, that is fine, the above sale times are the mandatory times you need to be open. You will be given a schedule of entertainment upon arrival.

SPECIAL REGULATIONS FOR SALES

1. No camping will be allowed in Chandler Park.
2. Volunteer and paid security will be provided.
3. Exhibitors are permitted to pull into the park near their assigned area to unload crafts/displays. All vehicles are to be moved to designated parking areas prior to exhibit set-up.

Car Make: _____

Color: _____

License Plate #: _____

4. Overnight camper parking is available at Spring Lake (located north of Macomb), Argyle State Park (approximately 10 miles northwest of Macomb) or Timberview Lake Campground (located east of Macomb).
5. **Exhibitors will be responsible for any clean up and/or permanent damage to their assigned area.**
6. The Heritage Days committee reserves the right to judge the authenticity of all exhibits and to accept or reject any entries. In case of any legal dispute, Illinois law shall prevail.

CONTRACT AGREEMENT

Exhibitor is prohibited from selling or giving away any type of food items, baked goods, or drinks during exhibition. You will not hold the City of Macomb, Macomb Heritage Days, or any of its committee members or Macomb Area Convention and Visitors Bureau responsible for accidents, damage or loss to the exhibitor or family members during the 2017 Macomb Heritage Days Vendor Exhibition, and will release them from any liability.

Return the 2 pages of this form and rules and regulations signed, accompanied with check/money order to:

**Macomb Area Convention & Visitors Bureau
201 S Lafayette St, Macomb, IL 61455**

Signed _____ Date _____

FOR OFFICE USE ONLY	
Date Received:	Accepted:
	Yes
	No