



Commercial/Chain Application and Contract

(Please Print)

BUSINESS _____

CONTACT PERSON _____

ADDRESS OF CONTACT PERSON _____

CITY _____ STATE _____ ZIP _____

TELEPHONE # Day () _____ Evening () _____

Email _____ Date of Setup _____

Merchandise to be Displayed/Sold

What type of ELECTRICAL HOOKUP do you require? _____

(Please be specific) Has to be filled out!

Please bring long enough electrical cords to reach outlets

Heritage Days will not be responsible if you can't reach outlet

Describe site vehicle model/make _____ Color _____

Trailer Size _____ Tent Size _____ License Plate # _____

Size of area or special needs requested _____

Site Application Fee is \$150.00 Electricity is \$15 for 110 hookup and \$25 for 220 hook-up & NON REFUNDABLE.

The site application fee MUST be submitted with your application.

Please make checks payable to: **MACOMB HERITAGE DAYS**

PLEASE REMIT TO: Macomb Area Convention and Visitors Bureau
By June 1st 2018 201 South Lafayette Street
Macomb, IL 61455
(309) 833-1315

Vendor agrees to be responsible for any clean up and/or permanent damage to assigned areas.

Business Rep

Vendor Chairman

SET-UP TIME & SALES HOURS:

Set-up Time: Wednesday evening June 20th, call to make arrangements

Thursday, June 21st = 8:00 am – 3:00 pm

Friday, June 22nd= 8:00 am – 10:00 am

Sale Hours: Thursday, June 221st = 5: 00 pm – 8:00 pm

Friday, June 22nd= 12:00/Noon – 8:00 pm

Saturday, June 23rd = 9:00 am – 8:00 pm

Vendors are allowed to stay open as long as there is entertainment going on. Some entertainers are scheduled to perform until 10:30pm 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.

If you have any questions please contact Chris Krohe at cakwalkers@gmail.com or the Macomb Area Convention and Visitors Bureau (MACVB) at 309-833-1315

Rules and Regulations

- Check-in at the Heritage Days Headquarters to receive your information for your assigned space. Health Department permit for Food Vendor must be displayed at all times.
- You will be given your space assignment during Check-In. You can NOT set up without checking in first, you must stay in the spot assigned to you.
- If you want Electric you must indicate it on form and pay the Fee. No plugging in without Paying the Fee. If you want Electric and did not indicate on form, you must come talk to a committee member.
- Supply Trailers are not permitted in the park, with the exception of loading & unloading. If you run your business out of a vendors trailer that is permitted. No trailers or vehicles are allowed in park until *after 10:30pm on Saturday!*
 - Any canopy/tent/vending trailer used must fit within the allotted space.
 - Exhibitors must provide their own display arrangements.
 - Exhibitors MUST keep their assigned area clean and free of trash. \$50 fine if not followed
 - NO MOVE-INS ALLOWED ON SATURDAY MORNING!
 - If there are any issues you will find a committee member and let them know.
- Exhibitor 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 2018 Macomb Heritage Days Vendor Exhibition, and will release them from any/all liability.
- 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. If all rules and regulations are not followed the committee also reserves the right to not invite you back for next years Heritage Days.

By signing this I agree to comply with all rules and regulations and agree to any and all of the fines and fees listed on here and the application and I understand if I do not comply I may be asked to leave and not be invited back to future Heritage Days. Refunds will not be given to anyone asked to leave.

Signed _____ Date _____

Print Name _____



Our concession, _____, verifies that:

Our tent is constructed of flame retardant material.

Our tent will be erected securely.

A certificate verifying that the material is flame retardant will be on display at all times in the tent.

wires, stakes, or other supports shall be clearly marked and secured.

Name _____ Date _____