



Heritage Days Non-Profit Exhibitor Space

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Organization Phone: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Tax ID #: \_\_\_\_\_ Amount of Space needed \_\_\_\_\_

Date of Setup \_\_\_\_\_ Electric YES/NO \_\_\_\_\_ Type of Plug In needed \_\_\_\_\_

Content of exhibit space and purpose of fundraising effort  
The sale of food or beverages is prohibited

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A \$15, nonrefundable fee is required. Electricity \$15 extra for 110 plug or \$25 for 220 plug. Please report to Heritage Days Headquarters for Check-In. Vehicles may not remain in Chandler Park after set-up time.

**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 21st = 5: 00 pm – 8:00 pm (Optional)  
Friday, June 22nd= 12:00/Noon – 8:00 pm  
Saturday, June 23rd = 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 10:30pm 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.*

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.

Please return signed with check or money order to:

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

Signed \_\_\_\_\_ Date \_\_\_\_\_

FOR OFFICE USE ONLY	
Date Received:	
Accepted:	Yes
	No

### 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 \_\_\_\_\_