



Dear Business Owner/Vendor,

Macomb's Heritage Days committee is now accepting applications for the Macomb Heritage Days Festival running June \_\_\_\_\_. A contract is enclosed, along with set-up and display times. Please review the contract and return it with payment on or before April 1, \_\_\_\_\_.

The Heritage Days committee will be capping the number of vendors this year, so please get the application returned quickly to ensure a spot at this year's festival.

Sales hours will be until **9 p.m. on Thursday, 10:00 p.m.** on Friday and Saturday, or until entertainment **is completed** on the main stage. **Vehicles cannot be allowed in the park before 10:30 p.m. on Saturday.** Booth placement in the park **will be assigned to you at check-in.**

Vehicles and supply trailers are not allowed in the park after unloading, and there will be no exceptions. Camping tents or camper/RVs cannot be used as booths. There are designated areas to park supply trailers during the event. Please inquire about trailer parking during check in. Also, please be sure to complete the section regarding all vehicles on the application.

There is no camping in Chandler Park. However, you can find camp sites at Spring Lake in Macomb, Argyle Lake in Colchester and Timberview Lake in Bushnell.

The Heritage Days committee reserves the right to reject any application or to request more information about any vendor 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 remove from the current year's festival without reimbursement of vendor's fees and possible rejection of said vendor's application for any subsequent Heritage Days festivals.

Only one Direct Sales Company representative will be allowed per business. The first contract received will be accepted, additional representative applications will be returned.

For further inquiry and concerns, please contact Macomb Area Convention and Visitors Bureau at 309-833-1315 or [j.armstrong@visitforgottonia.com](mailto:j.armstrong@visitforgottonia.com) or [bprincess1@yahoo.com](mailto:bprincess1@yahoo.com)

Thank you for your interest and support. We look forward to your participation in Heritage Days \_\_\_\_\_.

COMMERCIAL/CHAIN VENDOR APPLICATION

(Please print)

Business \_\_\_\_\_

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

Address of Contact Person \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Day # \_\_\_\_\_ Cell # \_\_\_\_\_

Email \_\_\_\_\_ Date of Set-up \_\_\_\_\_

Merchandise to displayed/sold \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

What type of Electrical Hook-up is required \_\_\_\_\_ *please be specific*

Vendor must bring enough electrical cord to reach outlets, none will be provided

Vehicle description-make \_\_\_\_\_ model \_\_\_\_\_ color \_\_\_\_\_

Trailer Size \_\_\_\_\_ Tent Size \_\_\_\_\_ License # \_\_\_\_\_

Size of area or special needs requested \_\_\_\_\_

\_\_\_\_\_

Site application fee is \$150.00 *plus* Electricity is \$15 for 110 and \$25 for 220 NON REFUNDABLE

The site application fee must be submitted with application.

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

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

**PLEASE REMIT TO: Macomb Area Convention and Visitors Bureau**

**120 E. Calhoun St.  
Macomb, IL 61455**

**(309) 833-1315**

\_\_\_\_\_  
Business Rep

\_\_\_\_\_  
Vendor Chairman

SET-UP TIME & SALES HOURS

Set-up	<b>Wednesday evening, June __ - please call to make arrangements</b>
	<b>Thursday, June ____ 8:00 a.m.-3:00 p.m.</b>
	<b>Friday, June ____ 8:00 a.m.-10:00 a.m.</b>
Sale Hours	<b>Thursday, June ____ 5:00 p.m.-8:00 p.m.</b>
	<b>Friday, June ____ Noon-8:00 p.m.</b>
	<b>Saturday, June ____ 9:00 a.m.-8:00 p.m.</b>

**Vendors are permitted to remain open until scheduled entertainment on main stage is finished- approximately 10:30 p.m.** The times listed above are mandatory sales hours. A schedule will be available during check-in.

Please contact Macomb Area Convention and Visitors Bureau (MACVB) at 309-833-1315, [j.armstrong@visitforgottonia.com](mailto:j.armstrong@visitforgottonia.com) or [bprincess1@yahoo.com](mailto:bprincess1@yahoo.com)

**Macomb Heritage Days Rules and Regulation** (revised (1/26/2023))

- Check-in at the Heritage Days Headquarters, located in the Chandler Park Gazebo, to receive your information and permit for your assigned space. Permit must be displayed at all times.
- **Set up is not allowed before Check-In. An assigned space will be allocated upon checking in. You must set up in the assigned location. Any attempt to move locations, unless approved by the Heritage Days Committee, will result in the suspension from the festival and forfeiture of fee.**
- Supply Trailers are not permitted in the park, except during loading & unloading, unless the vendor's business is operated from said trailer. No trailers or vehicles are allowed in park until after 10:30pm on Saturday. **NO MOVE-INS ARE ALLOWED ON SATURDAY MORNING!**
- 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
- **All food vendors must provide proof of insurance form-prior to event.**
- If an issue(s) arise, seek a Heritage Days committee member at the information booth.
- The Heritage Days committee reserves the right to reject any application or request more information about any vendors or products. The committee also reserves the right to request vendors to remove any products displayed at the event that did not receive prior approval. Failure to adhere to the Heritage Days rules and regulations can or will result in immediate expulsion from the event and all future Heritage Days without refund.
- 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 2023 Macomb Heritage Days and will release them from any liability.

By signing this document, I agree to comply with all rules and regulations and to any and all penalties fines listed.

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

Print Name \_\_\_\_\_

**TENT SAFETY FORM**

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 in the tent, all wires, stakes, or other supports shall be clearly marked and secured
- **Do not use a tent? Please initial here** \_\_\_\_\_

Name \_\_\_\_\_ Date \_\_\_\_\_