



DuBois Center Fall Festival Vendor/Exhibitor Registration Form

Completed Registration Form (double sided), Vendor/Exhibitor Agreement, Release Form, and check (payable to DuBois Center) can be mailed to the address on the bottom of the page.

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Contact name: _____

Business name: _____

Email: _____

Phone #: _____

Mailing Address: _____

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Booth Information:

# of spaces (12 x 12 booth)	Registration received		
	Before August 17 <i>Early-Bird Prices</i>	August 18–September 30	After October 1 <i>Late registration price</i>
1 booth	\$40	\$45	\$50
2 booths	\$65	\$70	\$75
3 booths	\$100	\$105	\$110

**Exhibitors who demonstrate crafting techniques without selling products, do not pay a fee for space*

Number of spaces requested, please circle: 1 2 3 **Total \$** _____

Will you demonstrate your craft? Yes / No

Do you need electricity? Yes / No

Preferred booth location or prior booth number: _____

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OFFICE USE: **Date Received:** _____

Approved: _____

Amount Received: _____

Confirmation sent: _____

Registration Form (continued)

Please list specific craft/merchandise for sale -- finished "products" must be handmade:

Please list any special/specific needs: _____

Vendor/Exhibitor Agreement Form

Booth Information:

Each Vendor shall provide their own tables, extension cords, covers, shelter equipment, liability insurance, etc. DuBois Center will provide the space plus electricity (if requested and available).

Space assignment:

Space will be assigned based on the Vendor’s needs - as indicated on the application form, the space available and the type of product sold. The location and size of each space are determined by the DuBois Center Fall Festival Committee and are not negotiable.

Wares:

- At least 75% of all finished products displayed and offered for sale must be handmade.
- No direct sales vendors allowed.

Set-up/ Take down & Parking

- **Set-up Times: Saturday - 12 noon to 6:00 pm and Sunday - 7:00 to 10:00 am.**
- **Loading/Unloading:** To help traffic flow during set up times, the Vendor will unload and move their vehicle(s) to the designated parking area as quickly as possible. Please honor the parking signs and do not park in the designated DISABLED parking areas.
- **Take down:** No Vendor shall be permitted to re-enter the Festival grounds with any vehicle to load or unload until the Fall Festival Committee determines and announces that the crowd has dispersed and it is safe to do so – no earlier than 5:10 pm. on Sunday.
- **Vehicle limit:** No more than **one** vehicle per Vendor will be permitted to enter the Festival grounds at a time. A parking pass will be issued upon arrival – please display in your vehicle at all times during the Festival. **No vehicle will be allowed within the festival grounds.**

Misc:

- **Sales Tax:** Illinois State Sales Tax and all other taxes are and shall be the sole responsibility of the Vendor.
- **Animals:** No pets or other animals – except service animals—are permitted on the grounds at any time during the Fall Festival unless prior approval is granted.

Business Name & Owner (please print) _____

Signature of Owner _____

DuBois Center Fall Festival Release Form

I, the undersigned, have read and understand all of the provisions of the Fall Festival Agreement (which is incorporated herein by reference) and intend to be legally bound by the terms thereof in addition to the terms of this full and complete Release.

My failure to comply with the terms of the Fall Festival Agreement (as determined by the parties released hereby) will result in my immediate removal from the Festival grounds along with all of my goods, merchandise, equipment and property.

Further, I hereby release DuBois Center, the DuBois Center Fall Festival Committee, the Illinois South Conference and all other institutions and corporate expressions of the United Church of Christ, and all of their respective officers, directors, agents, and employees from any and all causes of action and liabilities for injuries and damages to myself, my agents, my exhibit, my merchandise and my property that may occur at any time during the Festival. I further agree to indemnify and hold harmless each and all of the foregoing entities and individuals for any and all injuries and damages to persons or property which I, my agents, guests and/or invitees may cause to other persons or property located on the Festival premises from **Saturday, October 5 through Sunday, October 6 , 2019.**

I give this full and complete release freely and voluntarily on my behalf, and on behalf of my heirs, agents, personal representatives, successors and assigns.

Signature: _____

Printed Name: _____

Date: _____

Please sign and return with registration to: DuBois Center

2651 Quarry Road

DuBois, Illinois 62831