



June 2017

Dear Potential Fall Festival Exhibitor,

You are invited to participate in our annual DuBois Center Fall Festival & Vintage Market on **Sunday, October 1st, 2017** from 11:00 a.m. to 5:00 p.m.

The fee for booth space is **\$40.00 for one (1) space** and **\$65.00 for two (2) spaces if paid by August 20th**. After August 20th, the fees increase by \$5.00 to \$45.00 for 1 space and \$70.00 for 2 spaces. Exhibitors who demonstrate crafting techniques without selling products do not pay a fee for booth space.

Last year, we encouraged the addition of vintage and repurposed merchandise. We have heard from attendees that there is a strong desire for vintage or repurposed items. For traditional craft items, we emphasize the handmade aspect of items offered for sale, so please—**NO ITEM that you sell can be totally commercially made!**

If you are able to demonstrate your craft we believe it would increase appreciation for the creativity and effort that goes into the items you have for sale. We will make every effort to place demonstrators in locations with more foot traffic.

Please note that exhibitors **MAY NOT** sell food items (not related to the respective craft) at your booths. Also, we **DO NOT ALLOW FACE PAINTING**, as this activity is already provided by DuBois Center volunteers.

This is an outdoor event, and it is your responsibility to come prepared for rain and/or wind. Bring your own tables, chairs, tents, tarps, extension cords, etc. Set-up times are from 12:00 noon – 6:00 pm on Saturday, September 31st and from 8:00 - 10:00 am on Sunday, October 1. Vehicles must be out of the core area of camp and parked in a designated parking lot by 10:00 am **at the latest** on Sunday morning. Your vehicle(s) will **NOT** be allowed to remain in the main Festival area after unloading.

In this packet, you will find three items that need to be completed, signed and returned to DuBois Center: an exhibitor agreement (an extra is included for you to keep), registration form, and release form. A confirmation letter will be sent to you after we receive these completed forms and full payment for the spaces requested.

We thank you in advance and look forward to your participation in our 2016 Fall Festival on October 1. If you have any questions, please contact any of us listed below. Thank you for your support of DuBois Center.

Sincerely,

Susan Fuchs (618.978.3182)
SusankFuchs@gmail.com
Festival Exhibitor Liaison

Norma Borgmann (618.533.1658)
nborgmann1658@charter.net
Outdoor Ministries Team Chairperson

DuBois Center Fall Festival & Vintage Market

CRAFT EXHIBITOR'S AGREEMENT

As a Craft Exhibitor at the DuBois Center Fall Festival, I agree to the following:

Wares:

1. All finished 'craft' products displayed and offered for sale by the exhibitor must be handmade.
2. All 'vintage' or 'repurposed' products displayed and offered for sale by exhibitor must be either: collectable, antique, able to be repurposed, or able to be used ad unique home décor.
3. Craft exhibitors are forbidden to sell food items of any kind, including homemade items.

Set-up/Booth space/Take down

1. Set-up Times: **Saturday - 12 noon to 6:00 pm** and **Sunday - 8:00 to 10:00 am.**
2. Exhibit space will be assigned based on the Exhibitor's needs - as indicated on the application form, the space available and the type of craft to be exhibited. The location and size of each space are determined by the DuBois Center Fall Festival Committee and are not negotiable.
3. To help traffic flow during set up times, the Exhibitor will unload and move their vehicle(s) to the designated exhibitor parking area as quickly as possible. Please honor the parking signs and do not park in the designated DISABLED parking areas.
4. No more than **one** vehicle per Exhibitor's space will be permitted to enter the Festival grounds at a time. A parking sticker will be issued upon arrival – please display in your vehicle at all times during the Festival. **No vehicle will be allowed around the exhibitors' areas.**
5. No Exhibitor shall be permitted to re-enter the Festival grounds with any vehicle to load or unload the exhibitor's items 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.
6. Each Exhibitor shall provide his or her own tables, extension cords, covers, shelter equipment, liability insurance, etc. DuBois Center will provide the space plus electricity (if requested and available).

Misc:

1. Illinois State Sales Tax and all other taxes are and shall be the sole responsibility of the Exhibitor.
2. 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_____Date_____



DuBois Center Fall Festival & Vintage Market

CRAFT EXHIBITOR'S REGISTRATION FORM

CONTACT NAME: _____

BUSINESS NAME: _____

EMAIL: _____

PHONE: _____

ADDRESS: _____

Number & Street

City

State

Zip

LIST TYPE OF CRAFT, MERCHANDISE OR EXHIBIT: (finished 'craft' products must be handmade)

Number of spaces requested (each space is approximately 12' x 12')	
Preferred booth location or prior booth number:	
Will you demonstrate your craft?	Yes / No
Do you need electricity?	Yes / No

List any special/specific needs: _____

.....
Please complete BOTH SIDES. Make check payable to DuBois Center and mail to the address below.

OFFICE USE: **Date Received** _____

Amount Received _____

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, September 31 through Sunday, October 1, 2017.**

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