



Dear Potential Fall Festival Exhibitor,

You are invited to participate in our annual DuBois Center Fall Festival & Vintage Market on **Sunday, October 7th, 2018** from 11:00 a.m. to 5:00 p.m.

This mailing contains two stapled packets. The packet with this letter is for your records. The other packet contains a registration form (double sided), exhibitor agreement, and release form. Please fill out all sides and return to DuBois Center with your payment. A completed registration packet does not guarantee a space at the DuBois Fall Festival--a confirmation email (or mailed letter) will be sent once your application is approved.

The early bird fee is **\$40 for a single space, \$65 for a double space, or \$100 for a triple space if paid by August 18th**. For additional fee and space information, please see the next page. Exhibitors who demonstrate crafting techniques without selling products do not pay a fee for booth space.

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.

We are continuing to encourage the addition of vintage and repurposed merchandise. 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! Please note that exhibitors may not sell food items (not related to the respective craft) at your booths.

This is an outdoor event, and it is your responsibility to come prepared for rain and/or wind. You will need to bring your own tables, chairs, tents, tarps, extension cords, etc. Vehicles must be out of the main festival grounds and parked in a designated parking lot by 10:00 am *at the latest* on Sunday morning. Vehicle(s) will **NOT** be allowed to remain in the main Festival grounds after unloading.

We thank you in advance and look forward to your participation in our 2018 Fall Festival on Sunday October 7th. 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

Exhibitor Information & Guidelines

Booth Information:

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).

Cost:

| # of spaces (12 x 12 booth) | Registration Received | | |
|--------------------------------|--|--|---|
| | By August 18 th <i>Early-Bird Prices</i> | Aug. 19 th - Sept. 30 th | After October 1 st <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.*

Space assignment:

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.

Wares:

- All finished 'craft' products displayed and offered for sale by the exhibitor must be handmade. All 'vintage' or 'repurposed' products displayed and offered for sale by exhibitor must be either: collectable, antique, repurposed or able to be used as unique home décor.
- Craft exhibitors are not allowed to sell food items of any kind, including homemade items.

Set-up/ Take down & Parking

- **Set-up Times:** Saturday October 6th: 12 noon to 6:00 pm and Sunday October 7th: 7:00 to 10:00 am.
- **Loading/Unloading:** To help traffic flow during set up times, exhibitors 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.
- **Take down:** 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.
- **Vehicle limit:** 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.
- Vehicles will **NOT** be allowed to remain in the main Festival grounds after unloading.

Misc:

- **Sales Tax:** Illinois State Sales Tax and all other taxes are and shall be the sole responsibility of the Exhibitor.
- **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.

DuBois Center Fall Festival Release Form

(Keep for your records—a copy requiring a signature is in the registration packet)

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 6th through Sunday, October 7th, 2018.**

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.

Directions to DuBois Center

2651 Quarry Road, DuBois IL 62831

(Note: Youth Center Road becomes Quarry Road)

NOTE: Many GPS devices chart a course that sends you via two back roads. Be advised that at this time those roads are not marked with DuBois Center signs. The directions below send you via roads with better signage.

FROM THE NORTH:

- I-57 south to Mt. Vernon. West on US Rt. 15 – travel 16 miles through Ashley. Turn left (south) on US Rt. 51 and go 6½ miles to DuBois Center sign (Youth Center Road). Turn left at sign – travel 1½ miles down that road. The main entrance to DuBois Center is on the left at the signs.
- US Rt. 51 to Ashley. Turn right (west) onto US Rt. 15 – travel west about 1½ miles. Turn left (south) on US Rt. 51 and go 6½ miles to DuBois Center sign (Youth Center Road). Turn left at sign – travel 1½ miles down that road. The main entrance to DuBois Center is on the left at the signs.

FROM THE SOUTH:

- I-57 to Mt. Vernon. West on US Rt. 15 – travel 16 miles through Ashley. Turn left (south) on US Rt. 51 and go 6½ miles to DuBois Center sign (Youth Center Road). Turn left at sign – travel 1½ miles down that road. The main entrance to DuBois Center is on the left at the signs.
- US Rt. 51 – 15 miles north of DuQuoin to DuBois Center sign. Turn right (east–Youth Center Road). Travel 1½ miles down that road. The main entrance to DuBois Center is on the left at the signs.

FROM THE EAST:

- I-64 to Mt. Vernon. West on US Rt. 15 – travel 16 miles through Ashley. Turn left (south) on US Rt. 51 and go 6½ miles to DuBois Center sign (Youth Center Road). Turn left (east) at sign – travel 1½ miles down that road. The main entrance to DuBois Center is on the left at the signs.

FROM THE WEST:

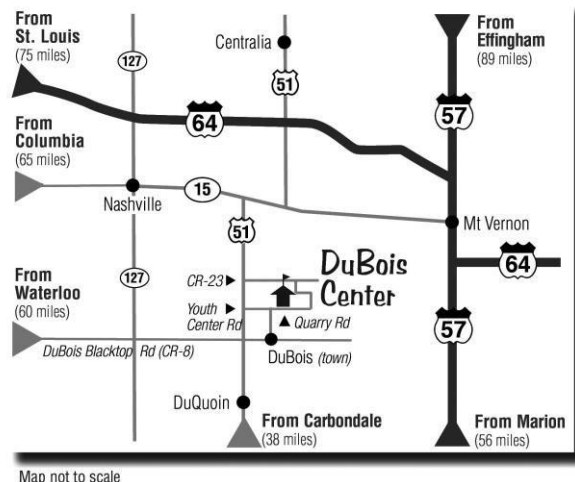
- I-64 to Exit #50 (US Rt. 127). Turn right (south) and go 3 miles into Nashville. Turn left at stoplight (only one in town) onto US Rt. 15, travel east about 7 miles. Turn right (south) onto US Rt. 51 – travel about 6½ miles to DuBois Center sign on the left. Turn left at sign (east on Youth Center Road) – travel 1½ miles down that road. The main entrance to DuBois Center is on the left at the signs.

How to get to where we are:

DuBois Center is located in Washington County Illinois, just north of the town of DuBois.

An easy 90 minute drive from St. Louis

- 17 miles southeast of Nashville
- 23 miles south of Centralia
- 23 miles southwest of Mt. Vernon
- 17 miles north of DuQuoin



Take US 51 to Youth Center Road. Turn east on Youth Center Road, which becomes Quarry Road. Follow for 1.5 miles to our entrance on the left. Watch for signs.