

# Craft, Vendor and Commercial Exhibit Contract

## July 19-21, 2024



Type of Display: \_\_\_\_\_

Menu or Booth Description:

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Space Options:	Quantity	Price Total
Weekend Craft/Vendor Space (10ft x 10ft).....	_____	x \$55.00 = _____
Weekend Commercial Food Vendor Space (at least two days).....	_____	x \$200.00 = _____
Daily Commercial Food Vendor Space .....	_____	x \$150.00 = _____
Extra Vendor Pass .....	_____	x \$12.00 = _____
Weekend Non-Profit Organization (Card Table Only).....	_____	x \$15.00 = _____
Electrical Needed .....	_____	x \$50.00 = _____

Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

By signing the lease agreement I agree to the following terms and conditions (located on the back of this form) as set forth by The Elizabeth Community Fair Board for the 103rd Elizabeth Community Fair.

**Signature of Agreement:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Form and Payment due to Codie Koester by Friday, July 5th, 2024

# Lease Agreement Terms for The 103<sup>rd</sup> Elizabeth Community Fair

1. All required information must be received by July 5<sup>th</sup>, 2024 Vendor Space will not be reserved until all paperwork has been received. Required paperwork includes Lease Agreement, Payment, Food License and Certificate of Liability Insurance. Please mail all required forms, payment and insurance information to:  
The Elizabeth Community Fair  
ATTN: Codie Koester  
11762 S Derinda Rd  
Elizabeth, IL 61028  
For Additional information please call Codie at 815-821-3962 or email elizabethil.communityfair@gmail.com
2. **Set Up and Take Down: Food Vendors:** Exhibitors must be on fair grounds by 3pm on Friday afternoon and may not leave until 6pm Sunday. If only a one day vendor you must be in place by Friday at 3pm and will be released after the truck pull approximately 11pm. If arriving Saturday must be in place by 10am and will be released after 10pm. Sunday vendors must be in place by 10am and will be released after 7pm. If special circumstances or need an early set up, arrangements will need to be made in advance and approved.
3. **Set Up and Take Down: Craft or Booth Vendors:** Exhibitors must be on fair grounds by 3pm on Friday afternoon. If arriving Saturday must be in place by 10am and Sunday vendors must be in place by 10am. Exhibitors are expected to be there for a majority of the day Saturday. If special circumstances or need an early set up, arrangements will need to be made in advance and approved.
4. **Vehicle Parking:** ALL Vehicles must be park across the street or in the parking lot after unloading due to the safety of fairgoers and space.
5. Any advertising on grounds must be purchased space.
6. All safety guards on any equipment on display must be in place at all times.
7. All exhibitors shall be held responsible for their own exhibits while on the fairgrounds. The fairgrounds will make every effort to pre-vent damage or loss to persons on property but assume no responsibility for damage or loss from any cause. Neither the fair association nor any of it's officers or Directors shall be liable for injury to any person or property having license or privilege to exhibit on the fair-grounds, to occupy space thereon, or to be present on the fairgrounds.
8. Any exhibitor needing electric and doesn't request before the fair will have to pay an extra \$50.00 fee for additional set up.
9. The commercial exhibit area is located just inside the entrance to the fairgrounds so that all people entering the fairgrounds pass through the craft/vendor area. The same gate is used to exit the fairgrounds. This is an outdoor event and Vendors must provide their own tables, chairs, tents etc. There is no guarantee a covered space will be available for you
10. **Craft, Commercial and Food Vendors Fees include 2 Vendor Passes, Non profit organizations will receive 1 vendor pass. Passes will be available for you in the fair office or at the front gate and need to be worn at all times. Additional Wristbands will need to be purchased if you have more than two employees or visitors. Anybody else beyond the two passes entering the fairgrounds to work at the booth will have to pay the admission price. NO EXCEPTIONS.**
11. No Alcohol Carry Ins!
12. The Director will approve each menu for food serving vendors. We try not to have overlapping foods. Food Vendors must abide by Illinois Food Sanitation and Food Handlers Codes.
13. Jo Daviess County Mounted Patrol will be on the fairgrounds for overnight security.
14. Business Tax Number Information and Permits will need to be available for viewing immediately if requested.
15. If a vendor backs out of this contract after Friday July 12<sup>th</sup>, 2024 they will only get half of their payment back.
16. Please make checks payable to the Elizabeth Community Fair and mail to; The Elizabeth Community Fair Attn: Codie Koester 11762 S Derinda Rd Elizabeth IL 61028