

Craft, Vendor and Commercial Exhibit Contract

July 21-23, 2023



Type of Display: _____

Menu or Booth Description: _____

| Space Options: | Quantity | Price Total |
|---|----------|--------------------|
| Weekend Craft/Vendor Space (10ft x 10ft)..... | _____ | x \$50.00 = _____ |
| 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 = _____ |
| Non-Profit Organization (Card Table Only)..... | _____ | x \$10.00 = _____ |
| Electrical Needed | _____ | x \$25.00 = _____ |

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 102nd Elizabeth Community Fair.

Signature of Agreement: _____ **Date:** _____

Form and Payment due to Codie Koester by Friday, July 7th, 2023

Lease Agreement Terms for The 102nd Elizabeth Community Fair

1. All required information must be received by July 7th, 2023 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. **Weekend Commercial food vendor exhibitors must be on fair grounds by 3pm on Friday afternoon and may not leave until 6pm Sunday. If only a Friday vendor must be in place by 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 please contact Codie.**
3. Any advertising on grounds must be purchased space.
4. All safety guards on any equipment on display must be in place at all times.
5. 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.
6. Any exhibitor needing electric and doesn't request before the fair will have to pay an extra \$50.00 fee for additional set up.
7. 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.
8. This is an outdoor event and Vendors must provide their own tables, chairs, tents etc.
9. Fees include two Vendor Pass, which will be available for you in the fair office and need to be worn at all times. Any early set up arrangements will need to be made in advance and approved. Additional Wristband will need to be purchased if you have more than two employees or visitors.
10. Please No Alcohol Carry Ins!
11. 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.
12. Jo Daviess County Mounted Patrol will be on the fairgrounds for overnight security.
13. Business Tax Number Information and Permits will need to be available for viewing immediately if requested.
14. If a vendor backs out of this contract after Friday July 14th, 2023 they will only get half of their payment back.
15. 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