

## 2011 DeKalb Corn Fest, Inc.

### Kid Fest Vendor Booth Space Guidelines and Application

Please read this application carefully and answer every question completely. Your **signature is required on the bottom of the first page of the application form**. Application ***deadline is Friday, August 5<sup>th</sup> 2011***. Applications are accepted and placed on a first come first serve basis. After applications are accepted, there are no refunds!

#### ITEM #1 - KID FEST OPERATION TIMES

KID FEST will be held on Friday, August 26 (3pm – 7pm) Saturday, August 27 (11am – 7pm) and Sunday, August 28 (11am – 6pm). These times do not include the time available for set-up. If your application is approved, instructions regarding set-up will be mailed to you.

The DEKALB CORN FEST will be held on Friday, August 26 (3pm – 11pm) Saturday, August 27 (11am - 11pm) and Sunday, August 28 (11am – 6pm).

No vehicles will be allowed in or out of the festival area **during Corn Fest hours listed above**.

**Breakdown on Sunday will begin at 6pm sharp! Vendors must be completely out of their areas by 6:30 p.m. on Sunday.**

#### ITEM #2 - BOOTH SPACES

Booth spaces are 12' (twelve feet) deep by 15' (fifteen feet) long (front) of space. (Booths and trailers including hitches and awnings, etc. must not exceed the size of the purchased space.) **Vendors who are not in compliance with the rules set forth will be required to make modifications at the discretion of the DeKalb Corn Fest Inc. board.** *Vendors who are unwilling to comply will be removed from the festival without a booth space refund.*

Nothing is provided except the space itself. **Booth spaces may not be sold, reserved, shared, given to or assigned by anyone but DEKALB CORN FEST, INC.**

#### ITEM #3 - CERTIFICATE OF INSURANCE

This booth space application will not be complete without a **Certificate of Insurance** with a **minimum of \$500,000 in Comprehensive General Liability and \$100,000 in Worker's Compensation per accident and disease, and naming DEKALB CORN FEST, INC. and the City of DeKalb, and DeKalb Park District as additionally insured for three (3) days, August 20, 21 & 22, 2010.** Certificate shall include premises, operations and product liability.

#### **ITEM #4 - SET-UP**

Set-up begins at 10:00 AM, on Friday, August 26. **DO NOT ARRIVE PRIOR TO THIS TIME.** Booths may not be erected in any manner that will obstruct or cause damage to the pavement.

#### **ITEM #5 - WASTE DISPOSAL**

Waste containers will be available and *all vendors are responsible for cleaning their own sites.*

**Vendors selling items that generate a large amount of garbage such as corn cobs, etc. will be required to lease a 2 yd container from Corn Fest for the festival weekend.** NO GLASS will be disposed of in totes. **YOU MUST USE THE RECYCLING CONTAINER FOR GLASS.** A large recycling container is available on premises. **Do NOT dispose of cardboard boxes in totes on site you must use recycling container.** **Vendors not in compliance will be removed from the festival.**

#### **ITEM #6 - WATER**

Water is available to vendors at two locations. *Vendors must carry water to their booth(s) in their own containers.* **NO unauthorized hose connections will be allowed.** Ice will be sold during the festival.

#### **ITEM #7 - ELECTRICITY AND OUTLETS**

Electricity will be available in limited amounts. Only appliances with "three pronged" plugs will be allowed - ***NO ADAPTERS will be allowed.*** If you require electricity, you will need to provide your own 12 gauge/3 wire 100' extension cord. Electrical inspectors will be on-site to check electrical hook-ups and to remove any potentially dangerous situations. ***No gasoline generators will be allowed. If using a generator, NO GROUNDING RODS WILL BE DRILLED INTO THE PAVEMENT*** (Any additional electric requirements other than what was requested on the application will be charged to you directly and paid in full before you will be able open for business).

#### **ITEM #8 - GOVERNED BY ILLINOIS LAW**

This agreement shall be governed as to performance and interpretation with the laws of the City of DeKalb, DeKalb County and the State of Illinois.

#### **ITEM #9 - VENDOR PROPERTY**

DEKALB CORN FEST, INC. is not responsible for damaged or stolen property in your area while you are participating at this festival.

## **ITEM #10 - DEKALB CORN FEST RIGHTS AND RESTRICTIONS**

All activities performed and products sold at this festival are subject to the approval of DeKalb Corn Fest Inc. DeKalb Corn Fest Inc reserves the right to restrict any questionable booths, products or services. *No animals will be allowed at the festival except service animals and police dogs.*

## **ITEM #11 – CANCELLATION**

*The DEKALB CORN FEST will take place, rain or shine! No refunds will be made.*

## **ITEM#12 - RETURN CHECK FEE**

Any vendor who pays for booth space with a check and the check is returned will be subject to a \$55.00 Return Check Fee. In addition the fee and the booth space will have to be paid for with an alternate currency (certified check, money order, cash or credit card) at least 3 days BEFORE the festival or will not be allowed to operate.

## **ITEM #13 – FIRE PROTECTION**

All food service vendors must have a Class 2A - 40BC rated fire extinguisher; any vendors cooking with oil are required to have an additional fire extinguisher with a Class K rating. All fire extinguishers must be easily accessible within the vending area. **The DeKalb Fire Department will make random inspections throughout the festival weekend. Vendors not in compliance will be made to comply or be asked to leave the festival without a booth space refund.**

## **ITEM #14-REMEDIES FOR NON-COMPLIANCE**

DeKalb Corn Fest Inc. shall have the right, in its sole discretion, to remove any vendor from the festival grounds for *any* violation of the terms contained in this agreement. DeKalb Corn Fest Inc. shall not be liable for any economic loss or injury to person or property occasioned by said removal, and vendor shall not be entitled to any refund of any fees paid in accordance with this agreement.

## **ITEM #15-INDEMNIFICATION**

The vendor agrees to indemnify, defend and hold harmless DeKalb Corn Fest Inc., its agents, officers, representatives, assigns and employees from and against any and all claims, causes of action, liability, loss, damages, costs and expenses, including but not limited to legal fees, attorneys' fees, and court costs, arising directly or indirectly out of, or in any way related to, any acts of the vendor, its employees, agents, servants, subcontractors, licensees, or assignees.

2011 DEKALB KID FEST  
BOOTH SPACE APPLICATION

Festival Dates for 2011

Friday-August 26  
Saturday-August 27  
Sunday-August 28

OFFICIAL BUSINESS NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

CONTACT PERSON(S) \_\_\_\_\_

PHONE \_\_\_\_\_ CELL \_\_\_\_\_

FAX \_\_\_\_\_ E-MAIL \_\_\_\_\_

ILLINOIS TAX #: \_\_\_\_\_

**BOOTH SPACE LOCATION**

DeKalb Corn Fest has sole authority over booth placement.

**BOOTH SPACE PRODUCTS**

List the types of products you will be selling or distributing at your booth. You are permitted to only sell those products you have listed. *Vendors of the same type of goods may be limited.*

Clothing \_\_\_\_\_

\_\_\_\_\_

Promotional Material \_\_\_\_\_

Other \_\_\_\_\_

DeKalb Corn Fest Inc. determines the location of each booth space. We attempt to accommodate special requests WHEN POSSIBLE as determined by the DeKalb Corn Fest, Inc.

**\*\*Office Use only\*\***

\_\_\_ COMPLETED

\_\_\_ Booth(s)

\_\_\_ Electricity

\_\_\_ Extra

\_\_\_ INS

\_\_\_ Paid

Comments

\_\_\_\_\_

For more information, please call 815/748-CORN (815-748-2676) and the Corn Fest staff will be happy to help with any questions.

## **Kid Fest Vendor Booth Registration**

**3 Day Booth Space 12x15 Booth(s)** \$300 Booth Only \_\_\_\_\_

**3 Day Booth Space (12x15) and Kid Fest Giggle Sponsorship** (includes: 2 VIP Passes – which includes meals and beverages for Corn Fest Weekend, Company name listed on the Kid Fest Banner and in the Kid Fest area on the Corn Fest Website) \$600 Sponsorship \_\_\_\_\_

**3 Day Booth Space (12x15) and Kid Fest Laughter Sponsorship** (includes: 4 VIP Passes -includes meals and beverages for Friday, Saturday and Sunday, 4 Sponsorship T-Shirts, 4 Passes to the Beer Garden for Friday, Saturday and Sunday, 4 Carnival wristbands good for Friday, Saturday and Sunday, Company name listed in Kid Fest area on the Corn Fest website and Kid Fest Banner) \$1,000 Sponsorship \_\_\_\_\_

**120V-20 Amp Single Circuits**  
Circle quantity 1, 2, 3, or 4 circuits @ \$85.00 each per circuit \$ \_\_\_\_\_  
Limited circuits are available. A limit of 2 circuits per booth space  
for a max 4 circuits per Vendor, per location.

TOTAL DUE \$ \_\_\_\_\_

*(Make check payable to DeKalb Corn Fest, Inc)*

**I HAVE READ THE ENTIRE DEKALB CORN FEST, INC GUIDELINES (ENCLOSED), AND I UNDERSTAND THAT FAILURE TO COMPLY WITH THE TERMS AND CONDITIONS CONTAINED HEREIN COULD RESULT IN THE LOSS OF MY BOOTH SPACE WITHOUT ANY REFUND OF FEES. I release DeKalb Corn Fest Inc., DeKalb Park District, and the City of DeKalb from any liability and responsibility for any loss, damage, or bodily injury before, during, or after the festival herein. DeKalb Corn Fest, Inc. reserves the right to refuse any application.**

**ACCEPTED BY \_\_\_\_\_ DATE \_\_\_\_/\_\_\_\_/\_\_\_\_**  
**SIGNATURE**

**RETURN APPLICATION AND FEE BY FRIDAY AUGUST 5<sup>TH</sup>, 2011 TO:**  
**Corn Fest, Inc. 1586 Barber Greene Road, DeKalb, IL 60115**

Please contact us at [www.cornfest.com](http://www.cornfest.com) or 815.748.2676 with any questions you may have!

***DON'T FORGET TO ENCLOSE CHECK AND CERTIFICATE OF INSURANCE***

***PLEASE NOTE THAT THE CERTIFICATE NEEDS TO SAY: DeKalb Corn Fest, DeKalb Park District & City of DeKalb are additionally insured for three (3) days, August 26, 27 & 28 2011.***