



## 2009 DEKALB CORN FEST INC BOOTH SPACE GUIDELINES

Dear Corn Fest vendors:

As Corn Fest 2009 rapidly approaches, we wanted to share some new and exciting opportunities that will be available to our vendors.

As many of you have heard, due to the revitalization/construction of downtown DeKalb, the festival is again located at the DeKalb Taylor Municipal Airport.

To help the downtown merchants and taverns, the Corn Fest Board has paid to have a shuttle bus that will transport festival participants from the downtown area to the airport free of charge. Not only will this be appreciated by the many residents that live close to the downtown area that have enjoyed the convenience of walking to the festival but it will also allow the area merchants and taverns an opportunity to have visibility and traffic as they had in years past when the festival was downtown. There will also be ample parking available for vehicles if visitors would prefer to drive.

With our new location, the car show and crafters fair will now be within the festival grounds which will attract many more visitors to see these areas.

Finally, since the festival is at a new location, we have again decided to host a design contest for this year's logo. It will be announced and advertised through our local media and give someone the chance to have the honor to state they are the designer of the logo. This will help the festival keep the community involved and excited of the new changes.

As a vendor, it is important for you to know that we have changed the vendor guidelines around so it is very important that you **read this packet very carefully**. Due to the new festival location and electrical requirements, vendors will only be taken on a **first-come, first-served basis**. We cannot honor previous vendor location placements. Please feel free to contact any of us with questions or comments. For the latest updates, visit our website at <http://www.cornfest.com>.

This year, the festival will start on Friday, August 21, 2009 for all events and vendors! Set-up for the festival will be on Friday.

As always, the festival organization is ready and willing to assist in answering any questions you may have regarding your participation in the weekend's festivities. For more information, please call 815/748-CORN (815-748-2676) and the Corn Fest staff will be happy to help.

Finally, as you review the attached booth space application, I would like to highlight several important items:

A **completed** booth space application includes the following:

1. **Signed** booth space application (see DeKalb Corn Fest Guidelines).

2. **Check or credit card payment** covering booth space fee plus additional fees, if applicable. Please make checks payable to: *DeKalb Corn Fest, Inc.*
3. **Certificate of Insurance** (see DeKalb Corn Fest Inc. Guidelines, Item #3).
4. **Photograph** of your booth display (if possible).

DeKalb Corn Fest has **sole authority** over booth placement. Booth space assignments will be based on the following: local vendor preference, receipt of completed application and fee, space availability, nature of product, electrical needs and general grouping of vendors.

State & local sales tax forms will be sent with your confirmation letter.

Food vendors are required to follow all DeKalb County Health Department rules, including on-site mechanical refrigeration units. Coolers filled with ice do not qualify.

Your application must be postmarked by **Wednesday, July 1, 2009**

Confirmation packets will be mailed **as soon as booths are placed.**

We look forward to working with you again to make this year's festival another community success and seeing you at the 2009 DeKalb Corn Fest!

Sincerely,

Shawn Lowe—2009 Corn Fest Chair

Lisa Wilcox—Vendor Chair



# 2009 DEKALB CORN FEST INC BOOTH SPACE GUIDELINES

**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 Wednesday, July 1<sup>st</sup> 2009. After applications are accepted, there are no refunds.**

## **ITEM #1 - CORN FEST OPERATION TIMES**

The DEKALB CORN FEST will be held on Friday, August 21 (3pm – 11pm) Saturday, August 22 (10am - 11pm) and Sunday, August 23 (10am – 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.

**No vehicles will be allowed in or out of the festival area** during the hours listed above. Breakdown on Sunday will begin at 6pm sharp! Vendors must be completely out of their areas by 6:30pm on Sunday.

## **ITEM #2 - BOOTH SPACES**

Booth spaces are 12' (twelve feet) deep by 15' (fifteen feet) long (frontage) of space. (Tents or trailers must fit inside the 12'x15' booth space or you must purchase an additional booth space. Booths 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. CORN FEST will make every effort to place booths in a compatible fashion; however, the festival administration cannot guarantee that your booth will be grouped with compatible vendors.

## **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 22, 23 & 24, 2009. Certificate shall include premises, operations and product liability.**

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

Set-up begins at 12:00 PM, Friday, August 22. Booths may not be erected in any manner that will obstruct or cause damage to the pavement. Vendors will NOT be allowed to use elevated signage over 10 feet that would block the view of Corn Fest Sponsor banners. If your booth signage blocks the sponsors' banner you will be asked to remove those sections.

#### **ITEM #5 - 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 #6 - WASTE DISPOSAL**

Waste containers will be available and *all vendors are responsible for cleaning their own sites.* Charcoal must be disposed of in the vendor's own fireproof containers and removed from the site or disposed of in the container provided by the festival. Grease must be disposed of in the container provided by the festival.

#### **ITEM #7 - 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 #8 - HEALTH DEPARTMENT INSPECTIONS**

Food vendors will be continually inspected by the County Health Department and by the DeKalb Corn Fest Inc staff during the festival. Proper storage, preparation, etc., of cooked items will be strictly enforced. Health Department Guidelines will be included with your confirmation letter. "If you are in violation of the Health Codes, you have to leave and forfeit you funds". NOTE that *on-site mechanical refrigeration units are required* of all food vendors dealing with potentially hazardous perishable food items, such as meat, poultry, fish and dairy items.

#### **ITEM #9 - DISPLAY OF FOOD PRICES**

Food vendors will be required to display the prices of their food products in a manner which allows all the festival participants the opportunity to examine those prices before purchasing any product. **Prices will be displayed vertically on booth or structure making it easy and readable from a distance of more than 6 feet with letter and numbers a minimum of one inch in height.** Vendor's who do not display prices to the extent that CORN FEST staff feels is sufficient will not be allowed to continue their participation in the festival.

#### **ITEM #10 - CITY SALES TAX**

Food vendors will be required to pay a 2% city sales tax. Tax reporting forms will be included with your confirmation letter.

#### **ITEM #11 - 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 #12 - 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 #13 - 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 #14 - CANCELLATION**

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

#### **ITEM #15 – LATE REGISTRATION FEE**

If application is post marked after the date specified on the application form a **Late Registration Fee of \$125** will apply. If the Late Registration Fee is not included at the time application is received the DeKalb Corn Fest Inc. will request payment in full, (cash, money order or certified check, or credit card) before you will be able to open for business).

#### **ITEM#16 - 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 #17 – 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 #18-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 #19-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.



2009 DEKALB CORN FEST INC. BOOTH SPACE APPLICATION

Festival Dates for 2009

Friday-August 21  
Saturday-August 22  
Sunday-August 23

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

\_\_\_ COMPLETED

\_\_\_ Booth(s)

\_\_\_ Extra

\_\_\_ Elect

\_\_\_ Food

\_\_\_ INS

\_\_\_ Paid

Comments

\_\_\_ OOT

\_\_\_ DC

\_\_\_ DC NFP

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

ADDRESS \_\_\_\_\_

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

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

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

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

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

**BOOTH SPACE LOCATION**

*Due to new location, booth spaces will be on a first-come, first-served basis.*

**BOOTH SPACE PRODUCTS**

List the types of products you will be selling at your booth. **You are permitted to only sell those products you have listed.**

*Vendors of the same type of goods may be limited.*

Food/Beverages \_\_\_\_\_

\_\_\_\_\_

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.

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

# Corn Fest Vendor Booth Registration

(Envelope must be post mark on or before July 1, 2009 to avoid Late Registration Fee)

## Fees:

\_\_\_\_\_ 12x15 Booth(s)

Out of Town Vendor

\$900 booth = \$ \_\_\_\_\_

DeKalb County Business

\$450 booth = \$ \_\_\_\_\_

DeKalb County Non-Profit

\$250 booth = \$ \_\_\_\_\_

Food Inspection Fee \$125 per booth location (See item #8 in Guidelines)

\$ \_\_\_\_\_

**Electrical Fee:** Charges are based on the AMP's (120V) you require.

220v service is available in limited areas. Booths will be on individual circuit breakers, limited to the amount of AMP's paid for. If you requested electricity, you will need to bring 100' 12 Gauge/3 Wire extension cords. (Any additional electric requirements other than what has been requested below will be charged to you directly and paid in full before you will be able to open for business).

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.

220V Amp Circuits-Amp size 20-40

Circle quantity 1, 2, 3, or 4 circuits @ 255.00 each per circuit

\$ \_\_\_\_\_

Limited number available

220V Amp Circuits-Amp size 60-100

Circle quantity 1, 2, 3, or 4 circuits @ \$295.00 each per circuit

\$ \_\_\_\_\_

Limited number available

**LATE REGISTRATION FEE \$125 (Post marked on or after July 7, 2009)**

\$ \_\_\_\_\_

**All payments after July 6<sup>th</sup> must be cash, credit card, or certified check**

**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 \_\_\_\_\_

SIGNATURE

DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

RETURN APPLICATION AND FEE TO: Lisa Wilcox 223 E. Lincoln Highway, DeKalb, IL 60115

**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 21, 22 & 23, 2009*