Lemont Heritage Fest

26th Anniversary Celebration!

Saturday, September 3, 2016

Commercial Vendor Application & Agreement

Vendor/OrganizationName: _____

Contact Name: _____ Tax ID #: _____

Address: _____ City, State, Zip: _____

Phone: _____ Fax: _____ Email: _____

Please describe products/services/information to be sold or presented: _____

_____

_____

_____

_____

Will you need access to Electricity? YES _____ NO _____

For more information, please call 630-243-2700.

Please complete the above information and return to the Lemont Festival Committee by Friday, July 29, 5:00 p.m. Please be sure to include the following items:

- ☐ Vendor Fee of $25.00 (make checks payable to the Village of Lemont). If electricity is required, add an additional $10.00 for a total of $35.00.
- ☐ Application and Signed Vendor Agreement.
- ☐ *Certificate of Insurance for the day of event naming the Village of Lemont as an additional insured.

Please return this Application, all fees, and required attachments to:

Village of Lemont / Heritage Fest
418 Main Street
Lemont, IL 60439

VILLAGE OF LEMONT

Lemont Heritage Fest 2016
Commercial Vendor Agreement

In exchange for vendor space at Heritage Fest, Saturday, September 3, 2016 the undersigned Vendor agrees to the following terms as set forth by the Village of Lemont.

1. For the fee of $25.00, the Village of Lemont agrees to reserve a Vendor space of not less than 10x10 feet.
2. Commercial Vendors must operate from a canopy or tent and must follow the guidelines for tents as stated in the attached *Carnival and Festival Guidelines*, distributed by the Lemont Fire Protection District.
3. Vendors must provide their own canopy, tent/booth/tables and any signage.
4. Electricity is available for an additional $10.00 (vendors must supply power cord).
5. The Village of Lemont will assign vendor locations after acceptance of this offer by Vendor. A signed confirmation of Vendor admittance to the event will be returned to Vendor upon completion of application fees & other required materials before the day of the event.
6. Vendor is responsible for setup and removal of all equipment, tents, and other items used for the event, removal of unsold items at the end of the event, and removal of all trash from the assigned area at the end of the event.
7. Setup of equipment by Vendor will begin no earlier than 12:00 noon on Saturday, September 3, and must be completed by 2:00 p.m. of that same day. Take down of Vendor equipment will begin no sooner than 7:00 p.m. of that same day (*children's activities end at 7:00 p.m.*). All Vendor equipment and excess trash must be removed the evening of September 3.
8. **Vendor shall provide the Village of Lemont with a Certificate of Insurance, with minimum liability limits of $1,000,000.00 coverage, naming the Village of Lemont as additional named insured.**
9. Violation by Vendor of any terms of this agreement or any specific event rules as set forth by the Village of Lemont will render this contract void. Upon such violation, the Village of Lemont may, at its discretion, require Vendor to immediately cease operation at the event, and, within a reasonable period of time, remove all items and equipment, without reimbursement of any expenses or fees paid by Vendor.
10. Acceptance of this offer must be made by returning a copy of this agreement, signed by the Vendor or its duly authorized agent, and accompanied by the following items:
    - Vendor fee;
    - Fully signed vendor application and agreement;
    - Certificate of Insurance for day of event, naming the Village of Lemont as additional named insured;
    - Proof of Workers' Compensation Insurance; and
    - Food Sanitation Certificate if applicable.
11. This agreement shall be null and void if all of the required items are not received at the Lemont Village Hall by 5:00 p.m. on Friday, July 29th.

12. **Due to a limited amount of space, the Village of Lemont reserves the right to deny a vendor application in which case all monies will be returned.**

The undersigned has read and reviewed this contract and attached information and hereby agrees to abide by all regulations contained within this contract.

_____ _____

Vendor's Signature Date

_____ _____

By Village of Lemont / Signature Date

Please sign and return this agreement with all appropriate fees and documents no later than Friday, July 29, 2016.

Please make checks payable to: Village of Lemont

Mail to: Village of Lemont/Heritage Fest
418 Main Street
Lemont, IL 60439
(630) 243-2700

LEMONT FIRE PROTECTION DISTRICT

BUREAU OF FIRE PREVENTION

15900 New Avenue
Lemont, IL 60439
Business: (630) 257-0191
Fax: (630) 257-5318

CARNIVAL AND FESTIVAL GUIDELINES

- **FIRE LANES:** Fire lanes a minimum of 20 feet wide shall be maintained into and around rides, line-ups, games, tents, etc.
- **ELECTRICAL WIRING:** Temporary electrical wiring shall be protected in all pedestrian and vehicle traffic areas.
- **GENERATORS:** All generators shall be properly grounded and protected from unauthorized access.
- **TENTS:** All tents shall be of flame retardant material and have a label permanently attached indicating the flame resistance rating. Gasoline, gas, charcoal, or other cooking devices or open flames shall not be permitted inside of any tent.
- **FIRE EXTINGUISHERS:** All tents with any cooking device or propane tank shall have a minimum of one fire extinguisher with a minimum rating of 4A60BC.
- **PROPANE TANKS:** Propane tanks and cylinders shall be chained or secured in an upright position at all times whether full or empty. Position the cylinders so the pressure relief device points away from areas where people may gather or where there may be sources of ignition. If tents are in use, the pressure relief device should point away from the tents. Propane tanks should be protected from any heat source within 6 feet.