



BERNARD TERRELL CIGARS PRESENTS

8TH ANNUAL CIGARS IN THE PARK PICNIC

Vendor Concession Contract & Application – 2026

EVENT DETAILS

Event Name: Bernard Terrell Cigars Presents: 8th Annual Cigars in the Park Picnic

Date: August 2, 2026

Location: Hazel Crest Park District

2600 W. 171st Street, Hazel Crest, Illinois 60429

Event Time: 10:00 AM – 7:00 PM

This is a FREE public event (no paid admission).

Rain or Shine

APPLICATION TIMELINE

- Applications Open: April 1, 2026
- Application Deadline: April 30, 2026
- Payment Deadline: May 15, 2026

⚠ Vendor space is limited and will be approved on a **first-come, first-served basis upon completed application and payment.**

APPLICANT INFORMATION

Business Name:

Describe Items You Will Be Displaying:

Primary Contact Name:

Business Street Address:

City: _____ **State:** _____ **Zip:**

Primary Contact Email:

Website / Facebook / Instagram:

On-Site Contact Name:

On-Site Contact Cell Phone Number:

Illinois / City Business License Number:

EIN Number:

Illinois Tobacco License Number / Retail Tax Number (if applicable):

AGREEMENT

This Vendor Contract ("Agreement") is made and entered into on this _____ day of , 2026, by and between **Bernard Terrell Cigars (hereafter "Host")** and

** _____ ** (hereafter "Vendor").

WHEREAS, the Host is organizing and hosting the **8th Annual Cigars in the Park Picnic** at Hazel Crest Park District on August 2, 2026; and

WHEREAS, the Host has the right to license vendor space for the Event; and

WHEREAS, the Vendor desires to vend goods/services at the Event;

NOW, THEREFORE, the parties agree as follows:

VENDOR FEES

- Merchandise Vendors: \$250
- Food Vendors / Food Trucks / Mobile Cigar Lounges: \$300

All vendor fees are **non-refundable**.

Failure to submit payment by the stated deadline will result in forfeiture of vendor space.

RETURNING VENDOR INCENTIVE

As a thank you for your continued support, returning vendors will receive a **\$25 discount** if payment is submitted by **Early Deadline – May 1, 2026**.

After this date, standard vendor pricing applies.

ENTRY & VENDOR ACCESS


This is a **free public event**.

Each vendor will receive:

- Two (2) staff wristbands
- Vendor identification tag

These are required for access to vending areas. Vendors are responsible for ensuring proper use of credentials.

VENDOR GUIDELINES & REQUIREMENTS

- Vendors must comply with all **Hazel Crest Park District rules and regulations**
-  No alcohol sales permitted
- Vendors must provide their own:
 - Tent

- Tables
 - Chairs
 - Setup materials
 - All tents must be properly secured and weighted
 - Electricity is not provided
 - Vendors must operate within assigned space (10x10 unless approved otherwise)
 - Vendors may only sell approved items listed in application
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SET-UP & BREAKDOWN

- Set-up begins 2 hours prior to event start
- Vendors must be fully set up before event begins
- Breakdown must be completed within 1 hour after event

 Vehicles must be removed from vending areas immediately after unloading

VENDOR SPACE & CROWD CONTROL

Vendors are expected to maintain a safe, organized, and professional booth space.

- Booths must not be overcrowded
- Vendors must manage traffic within their space
- Only necessary staff should be inside booth areas

This event is designed to function as a **curated outdoor shopping experience**, and all vendors are expected to contribute to a clean and welcoming environment.

SECURITY & LIABILITY


Vendors are responsible for the security of their:

- Merchandise
- Equipment
- Cash handling

Bernard Terrell Cigars is not responsible for lost, stolen, or damaged items.

CLEANLINESS POLICY

Vendors must maintain a clean vending space at all times.

 A **\$150 cleaning fee** will be assessed for any trash or debris left behind (with documentation).


INSURANCE REQUIREMENT

All vendors are required to provide a valid **Certificate of Insurance (COI)** prior to participation.

Vendors may be required to list the event and/or Hazel Crest Park District as additionally insured.

Vendors without insurance may obtain one-day event insurance through:

www.theeventhelper.com

 Failure to provide a COI may result in removal from the event without refund.

MARKETING REQUIREMENT

Vendors agree to actively promote their participation in the event through their own marketing channels.

This event is a collaborative effort, and vendor participation in promotion is expected.

STAFF & CONDUCT

- Staff must present themselves professionally
 - No disruptive behavior permitted
 - No loud music or amplification devices
 - All sales activity must remain within assigned vendor space
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PAYMENT & EVENT POLICY

- All payments are non-refundable
 - Event operates rain or shine
 - Failure to comply with event rules may result in removal without refund
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SIGNATURES

By signing below, Vendor agrees to all terms and conditions outlined in this Agreement.

Bernard Terrell Cigars Presents 8th Annual Cigars in the Park Picnic 2026

Host:

Bernard Terrell Cigars
T & J Steward Enterprises Inc.

Signature: _____

Date: _____

Vendor Name: _____

Signature: _____

Date: _____

Address: _____

Email: _____

Phone: _____
