

VENDOR INFORMATION AND APPLICATION FORMS

This document contains two sets of vendor information pages and application forms. One set is for food vendors and the other for non-food vendors.



Sun River Terrace Village Fest – September 14, 2024

Food Vendor Information

Festival Information and Requirements: ***Please read carefully.***

1. Spaces cost **\$60.00** per 12x12 foot space for 1-day, upon availability.
2. Payment is due with application which must be paid on or before August 30, 2024
3. Food vendors will be responsible for payment of **\$25.00** to the Kankakee County Health Department for **inspection fee**. All food vendors must **be prepared for inspection by September 14, 2024, at 10:00 am** CST.
4. Location requests will be considered on a first come-first served basis and honored when possible.
5. **SELL ONLY WHAT IS LISTED ON YOUR VENDOR APPLICATION**. We want a variety of food and to avoid too many vendors selling the same products.
6. **Set-up begins Saturday morning, September 14th at 8:00 am** and must be complete by 10:00 am on Saturday morning. The board requests that booths remain open until 7:00 pm on Saturday.
7. Vendors must provide their own tent, tables, chairs, tie downs for tent, etc.
8. Vehicles will **NOT be allowed in the festival area after 11:00 am Saturday** without permission of a festival official and all vehicles **MUST** be removed from festival grounds by 11:00 am. Absolutely **NO** unattended vehicles may be left on the grounds the night before the festival.
9. To prevent accident or injury, any vendor wishing to leave early **MUST notify a festival official**. With permission, booths that can be packed up will be allowed to do so.
10. Each vendor is responsible for leaving their vendor area in the same condition that it was originally received, i.e., removal of all debris such as boxes and trash. A \$15 cleanup deposit is required and returned at the end of the festival.
11. Vendor fees are non-refundable unless your booth has been denied by Sun River Terrace Fest officials. **Sun River Terrace Village Fest has the right to deny any vendor**. If denied, there will be a full refund of vendor fees.
12. Sun River Terrace Village Fest has a **"no pets allowed"** rule; so please don't bring your pets to the festival.
13. We are asking vendors to donate 1-2 food vouchers for our volunteers. This is strictly on a voluntary basis.
14. Pay your vendor fee in person at the Village Hall – Monday, Wednesday and Friday from 9:00am to 1:00pm or online at <https://sunriverterrace.com/village-fest>
15. If you have any questions, please contact Trustee April Minniefield (815)573-3334, Mayor Mandisa Rucker (815) 573-1967, Clerk Katina Hankins (815) 937-1200, or Trustee Tomika Talley (404) 433-9684.

Sun River Terrace Village Fest – September 14, 2024

Food Vendor Application Form

Vendor Name: _____ Contact Person: _____

Mailing Address _____

City: _____ State: _____ Zip Code: _____

Home/Office Phone: _____ Cell Phone: _____

E-mail Address: _____

Number of 12x12 spaces requested @ \$60.00 per space (DUE by August 30, 2024) *

and Clean Up Deposit @ \$15.00 Total Amount Enclosed: _____

Write a detailed list of food items to be served and sold below. (NO DRINKS OR POPCORN CAN BE SOLD. THE VILLAGE OF SUN RIVER TERRACE WILL BE SELLING POP, WATER AND POPCORN) Be specific. We want a variety of food and to avoid too many vendors selling the same products. Please attach Proof of Insurance.

RETURN COMPLETED FORM BY AUGUST 30, 2024, TO:



VILLAGE OF SUN RIVER TERRACE
7267 E. CHICAGO STREET
SUN RIVER TERRACE, IL 60964



*PLEASE RESPOND BY AUGUST 30, 2024

Waiver: Sun River Terrace Village Fest reserves the right to refuse any vendor application. Should this occur, all fees will be refunded. The Vendor shall defend, save, and hold harmless the Village of Sun River Terrace their respective officers, agents, board members, staff, volunteers, sponsors and assigns from any claims, damages, losses, liability, or expense which may arise, and shall not be held responsible for any loss or damage due to fire, accident, theft, weather, acts of God, vandalism, or any other loss or injury whatsoever or not specifically described herein, whether past, present, or future. Booths are NOT insured by the Village of Sun River Terrace, or any sponsoring agents. Exhibitor must make provisions for safeguarding their goods. Exhibitor must have replacement cost insurance for all personal property. Exhibitor assumes full liability for protecting, care, and maintenance of exhibitor's property. **ANY VENDOR NOT HOLDING VALID LIABILITY INSURANCE EXHIBITS AT THEIR OWN RISK AND ASSUMES ALL LIABILITY.**

Please sign to acknowledge that you have read all of the information, rules, and regulations and agree to be bound by this contract.

I have enclosed cash, or a check made payable to the Village of Sun River Terrace.

Signature

Date

Internal

Sun River Terrace Village Fest – September 14, 2024

Non-Food Vendor Information

Festival Information and Requirements: *Please read carefully.*

1. Spaces cost **\$35.00** per 12x12 foot space for 1-day, upon availability.
2. Payment is due with application which must be paid on or before August 30, 2024.
3. Location requests will be considered on a first come-first served basis and honored when possible.
4. **SELL ONLY WHAT IS LISTED ON YOUR VENDOR APPLICATION.** We want a variety of items and to avoid too many vendors selling the same products.
5. **Set-up begins Saturday morning, September 14th at 8:00 am** and must be complete by 10:00 am on Saturday morning. The board requests that booths remain open until 7:00 pm on Saturday.
6. Vendors must provide their own tent, tables, chairs, tie downs for tent, etc.
7. Vehicles will **NOT be allowed in the festival area after 11:00 am Saturday** without permission of a festival official and all vehicles **MUST** be removed from festival grounds by 10:00 am. Absolutely **NO** unattended vehicles may be left on the grounds the night before the festival.
8. To prevent accident or injury, any vendor wishing to leave early **MUST notify a festival official**. With permission, booths that can be packed up will be allowed to do so.
9. Each vendor is responsible for leaving their vendor area in the same condition that it was originally received, i.e. removal of all debris such as boxes and trash. A \$15 cleanup deposit is required and returned at the end of the festival.
10. Vendor fees are non-refundable unless your booth has been denied by Sun River Terrace Fest officials. **Sun River Terrace Village Fest has the right to deny any vendor.** If denied, there will be a full refund of vendor fees.
11. Sun River Terrace Village Fest has a **"no pets allowed"** rule; so please don't bring your pets to the festival.
12. Pay your vendor fee in person at the Village Hall – Monday, Wednesday and Friday from 9:00am to 1:00pm or online at <https://sunriverterrace.com/village-fest>
13. If you have any questions, please contact Trustee April Minniefield (815)573-3334, Mayor Mandisa Rucker (815) 573-1967, Clerk Katina Hankins (815) 937-1200, or Trustee Tomika Talley (404) 433-9684.

Sun River Terrace Village Fest – September 14, 2024

Non-Food Vendor Application Form

Vendor Name: _____ Contact Person: _____

Mailing Address _____

City: _____ State: _____ Zip Code: _____

Home/Office Phone: _____ Cell Phone: _____

E-mail Address: _____

_____ Number of 12x12 spaces requested @ **\$35.00** per space (**DUE** by August 30, 2024) *

_____ and Clean Up Deposit @ **\$15.00** **Total Amount Enclosed:** _____

Write a detailed list of items to be sold below. Please be specific. We want a variety of items available and to avoid too many vendors selling the same products. Please attach Proof of Insurance.

RETURN COMPLETED FORM BY AUGUST 30, 2024, TO:



VILLAGE OF SUN RIVER TERRACE

7267 E. CHICAGO STREET

SUN RIVER TERRACE, IL 60964



***PLEASE RESPOND BY AUGUST 30, 2024. ***

Waiver: Sun River Terrace Village Fest reserves the right to refuse any vendor application. Should this occur, all fees will be refunded. The Vendor shall defend, save, and hold harmless the Village of Sun River Terrace their respective officers, agents, board members, staff, volunteers, sponsors and assigns from any claims, damages, losses, liability, or expense which may arise, and shall not be held responsible for any loss or damage due to fire, accident, theft, weather, acts of God, vandalism, or any other loss or injury whatsoever or not specifically described herein, whether past, present, or future. Booths are NOT insured by the Village of Sun River Terrace, or any sponsoring agents. Exhibitor must make provisions for safeguarding their goods. Exhibitor must have replacement cost insurance for all personal property. Exhibitor assumes full liability for protecting, care, and maintenance of exhibitor's property. **ANY VENDOR NOT HOLDING VALID LIABILITY INSURANCE EXHIBITS AT THEIR OWN RISK AND ASSUMES ALL LIABILITY.**

Please sign to acknowledge that you have read all of the information, rules, and regulations and agree to be bound by this contract.

I have enclosed cash or a check made payable to the Village of Sun River Terrace.

Sun River Terrace Village Fest – September 14, 2024

Signature

Date