

Benton Square Vendor Fair Booth Application

Saturday, May 1, 2021 – 11 to 4pm

Capital Park Pavilion Benton Square Benton, IL 62812

Rain or Shine – no refunds

FEES AND BOOTH SPACE SIZES

20 X 20 Booth \$25

Booth registration deadline is **April 26, 2021**

GENERAL INFORMATION

- Electricity is limited availability. You are responsible for power cables. Earliest postmarked & paid registration will receive preferred location.
- All tables, chairs, electrical cords, and protective coverings must be furnished by the exhibitor. If you are bringing a tent, it needs to be secured to the ground/weighted in case of wind.
- The Chamber has the right to reject all objectionable items. No pets are allowed in booth areas.
- Convenient off-site parking is available for vendors.
- We will try to have an even split of vendors and limit duplicates. Sales tax and income tax reporting are the exhibitor's responsibility.
- The Rend Lake Fireworks is rain or shine. Vendors are responsible for vending fees and these are non-refundable in case of inclement weather.

LIABILITY & PROOF OF INSURANCE

The Benton / West City Area Chamber of Commerce accept no responsibility of liability for loss of property, accidental damage, theft, or vandalism. Organizations and vendors sponsoring rides, hands-on activities, or demonstrations will have to provide a certificate of insurance of \$1,000,000 each of the "Benton / West City Area Chamber of Commerce" These organizations are listed as **Additional Insureds** and **Certificate Holders**. Date (May 1, 2021) and Location (Capital Park Pavilion) must be listed in the description. We are not providing overnight security

EVENT CHECK IN

Upon arrival, check in with a member of the Event Staff. They will be located in front of the Campbell building at the Chamber of Commerce table.

SET UP & TEAR DOWN TIMES

Set up time: 8am – 10am on Saturday May 1, 2021. Those with special electrical needs will need to setup early on Saturday morning in case you need assistance. All set up must be completed and non-necessary vehicles moved by 10:30 am. You have limited unloading time and vehicles must be removed within allotted time.

Tear down can begin at any time but vehicles will not be permitted in the booth area until after 4:30pm, all booths need to be torn down and booth space cleaned by Midnight. NO vehicles are allowed in the festival area till the crowds are clear. Each exhibitor is responsible for, setting up, attending to, and cleaning up their own exhibit. **Vendors who do not clean up their area will be subject to a fee. You are responsible for unloading and loading your vehicles and booths.**

Booth Registration Form

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BUSINESS NAME _____

NAME _____

MAILING ADDRESS _____

PHONE NUMBER _____

EMAIL ADDRESS _____

TYPE OF BOOTH (circle type) Information Craft Direct Sales/Vendor

TYPE OF CRAFT/PRODUCTS _____

NUMBER OF BOOTH SPACES _____

Total PAID _____

SIGNATURE _____

My Signature is my agreement to all information on Page 1 of 2
SORRY, NO REFUNDS ALLOWED! Booths prices are not guaranteed for next year.

RETURN THIS FORM AND PAYMENT TO:
Benton / West City Area Chamber of Commerce
211 North Main - PO Box 574, Benton IL 62812

The Benton Square Vendor Fair is rain or shine.
Event sponsored by the Benton / West City Area Chamber of Commerce
Questions? Please call 618-438-2121 or

PROMOTION

Website: <https://www.bentonwestcitychamber.com/>