

# Rend Lake Car Show

## Vendor Fair Booth Application

Saturday, September 11, 2021 , 4 – 8pm

Capital Park Pavilion Benton Square Benton, IL 62812

no refunds

### FEES AND BOOTH SPACE SIZES

20 X 20 Booth \$30

Includes city permit

Booth registration deadline is **September 6, 2021**

### GENERAL INFORMATION

- Electricity is not available please bring a generator if power is needed. You are responsible for power cables. Booths will be on a first come first serve basis day of event.
- 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.

Vendors are responsible for vending fees and these are non-refundable

### 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 (September 11, 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 at the registration table under the gazebo.

### SET UP & TEAR DOWN TIMES

Set up time: 12pm – 3:00pm on Saturday September 11, 2021. All set up must be completed and non-necessary vehicles moved by 3:30 pm. 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 9:00pm, 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.**

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### Booth Registration Form

Deadline: September 6, 2021

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**

Event sponsored by the Benton / West City Area Chamber of Commerce  
Questions? Please call 618-438-2121 or

### PROMOTION

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