



CRAFTER/ARTIST VENDOR APPLICATION
2nd Annual Harvard Food Truck FEASTival
Saturday, July 13, 2019 2 pm - 8 pm

Company Name _____
 Crafter/Vendor Key Contact _____
 Mailing Address _____
 City _____ State _____ Zip _____
 Telephone _____ E-Mail _____
 Mobile Number _____
 Sales Tax ID # or last 4 numbers of Soc Sec _____
 Description of items you will be selling _____

CRAFTER/ARTIST:

Booth Size:

10x10 Crafter / Artist \$60 (\$50 for booth, \$10 Jury fee)

Jury Fee: This fee is non-refundable and helps to ensure the work is created by the crafter/artist. Please include the fee along with a file or photo(s) of the product(s)/work(s) to be considered.

Event Date—**Saturday, July 13th 2 pm - 8 pm**

- 1) Crafters are required to have items for sale during the event.
- 2) Crafters are required to bring their own displays which include tables, chairs, and tents. These items must all fit inside of the booth area at all times. Tents are required for your booth and proper weights must be secured. The area is pavement so there is no staking allowed.
- 3) Crafters are required to be at their spaces at all times during the market. No early tear downs please.
- 4) After teardown please be sure that your area is clean of any items or trash. Anything left behind will be disposed of.
- 5) Crafters are required to supply a sales tax ID # or last four numerals of your Social Security number for submission to the State of Illinois Events.
- 6) There is not electric available for this event.
- 7) Generators are **NOT ALLOWED**.
- 8) City of Harvard Events Committee reserves the right to assign booth locations. Space is limited.
- 9) **NO REFUNDS** will be given unless the event is cancelled. **NOTE:** This is a rain or shine event. Refunds will not be given due to weather.
- 10) Applications will be accepted until all spaces are full.
- 11) Two weeks prior to the event crafters/vendors will receive a packet that will contain a map, assigned space, parking instructions, set-up time and any other details pertaining the Craft/Art Fair.
- 12) Crafters agree to abide by all applicable laws, ordinances, and regulations pertaining to health, fire prevention, public safety, business licenses, and sales tax permits.
- 13) Crafters give permission to have their self, employees, volunteers and products in their booths photographed for marketing purposes.
- 14) The City of Harvard/Harvard Events Committee DOES NOT have insurance for product liability. It is recommended that you have your own liability insurance.
- 15) The City of Harvard reserves the right to refuse set-up if all rules of this contract are not complied with.
- 16) Make Check or Money Order Payable to the City of Harvard and mail this registration and payment to secure your booth to: Harvard Food Truck FEASTival, 201 W. Diggins Street, PO Box 310, Harvard IL 60033

By signing below the crafter/vendor and their volunteers or workers agree by all rules and regulations set above and will not hold the Harvard Food Truck FEASTival, the City of Harvard or anyone working for these agencies harmless for damages, loss, injury or theft of their items, self, or belongings during the event.

_____ Date _____ Date _____



Crafter Signature

CRAFTER/ARTIST VENDOR APPLICATION
2nd Annual Harvard Food Truck FEASTival
Saturday, July 13, 2019 2 pm - 8 pm

Print Crafter Name