



Dog Day Afternoon Vendor Application

Sunday, May 21, 2017 from 10:00 a.m.-2:00 p.m.
Perry Farm Park, Bourbonnais

Rain date: Sunday, June 11, 2017

Dog Day Afternoon is a Bourbonnais Township Park District event that is focused on providing information, entertainment and resources to pet-owning population of the area. The event hours are 10-2:00 p.m. Vendors may begin setting up the morning of the event beginning at 8 a.m.

Applicant Information			
Business/Organization Name			
Is organization a non-profit 501c-3 or 501c-4? Yes No (If yes, please enclose a copy of your letter)			
Address			
Business Phone		Fax Number (if applicable)	
Contact Person		Contact Phone	
Email		Website (if applicable)	
Purpose (check one)		Providing information	
		Displaying and/or selling items	
<p>All exhibitors/vendors must provide goods or services, which relate to the theme of Dog Day Afternoon, a fun, family-oriented event that will inform participants of the goods and services available to them as pet owners. Vendor space is limited and participation selection will be made based on how you would help meet our goal. Please give a brief description of the products or information you will be distributing and explain how your participation would help us meet our goal of serving the community (use additional sheets if necessary).</p>			
<p>Booth Space is 10'x10' booth (approx. size). Picnic tables and electricity are available upon request, however, supplies are limited. Although every attempt will be made to honor space requests, space assignments will be made by the park district and will not be changed at vendor's request.</p>			
Table Request (please check one)		I will be providing my own table and chairs	
		I would like a 6' picnic table	
Electricity Request (please check one)		I need electricity at my booth (additional \$25.00 per booth fee)	
		I do not need electricity	
<p>To keep vendor fees low, we ask that all vendors provide a \$25.00 (minimum) prize to the Dog Day Afternoon raffle or provide a 15 minute talk/demonstration. Prizes are to be dropped off at the vendor registration/check-in table prior to set up the morning of the event. Demonstration must be approved by BTPD staff prior to event.</p>			
Event Support (Please check one)		I will be donating a prize to the raffle (\$25 minimum value)	
		I would like to do a 15 minute demonstration at the event	
FEES-Must be submitted with application (fee will be returned if vendor is not selected for participation)			
On or Before May 1, 2017- Booth space fee is \$30.00 (\$20.00 for non-profit organizations) After May 1, 2017- Booth space fee is \$40.00 (\$30.00 for non-profit organizations) Electricity fee is \$25.00 per booth space.			
Please make checks payable to B.T.P.D. and send to: Bourbonnais Twp. Park District Attn: Nicole Jenkins 459 N. Kennedy Drive Bourbonnais, IL 60914 FAX: 815/933-5468		Number of spaces:	
		Total Enclosed: There will be a \$35 fee for returned checks. \$	
		Briefly describe your raffle gift or desired demonstration topic:	



VENDOR RULES AND REGULATIONS

Facilities:

- Electricity and tables will be available **only** if requested at the time of registration.
- All fees are non-refundable: Inclement weather will not be grounds for refunds.
- Exhibitors must provide their own trash receptacles and change for bills.
- This is an outdoor event; all vendors will be located under tents in designated areas.
- The park district reserves the right to ask for product descriptions before reserving space.
- The park district reserves the right to review and hold any and all material/informational items prior to start of event that does not meet Park District approval. Park district staff reserve the right to dismiss any vendor from the event.
- No profane or vulgar materials/informational items may be distributed or sold.
- Vehicles must park in designated parking areas.
- Music is allowed in booth spaces; however, park district staff has the right to ask that music volumes be turned down or off based on their discretion.
- No exclusive rights for the sales of any item will be granted to vendors.
- The park district has exclusive rights to take, sell & distribute photographs during the event, including photos posted online. No other personal pet photos memorabilia vendors will be allowed without prior approval.

Set-up & tear-down:

- Exhibitors will be responsible for all booth structures, set-up and furnishings; e.g. extension cords, signage, drapes, etc.
- Please no A/C or generators. Use only 20 amp/120 volt electricity.
- Electrical booths will need to provide their own fire extinguishers.
- Vendors and booth participants can begin set-up at 8:00 a.m. on Sunday, May 21, 2017. No early admittance.
- ALL VEHICLES must be off the grounds before 9:45 a.m. If you still have items to bring to your area they must be carried in.
- Booths must be open by 10:00 am on Sunday and shall remain open until the event closes at 2pm.
- No booths will be allowed to close early without prior permission from the event coordinator.
- Participants are responsible for dismantling and cleaning booth space before leaving.

Security & Liability:

- No alcohol is allowed.
- Participants are responsible for the security of their goods.
- Event organizers accept no responsibility for stolen or damaged goods.
- No participant will be allowed to set up without a signed and dated application and release of liability. The park district reserves the right to revoke or refuse to grant space at any time, without recourse by the participant.

Any organization having pets in booth are required to show a copy of proof of liability insurance with application.

PARTICIPANT RELEASE FORM

I/We _____ release all sponsors, co-sponsors, clubs, organizations or individuals involved in the Bourbonnais Township Park District's Dog Day Afternoon from any liability, product or personal, for the duration of the event. I have enclosed my non-refundable booth fee. I have read the rules and I agree to abide by them. I understand that failure to comply with the rules set forth by the Bourbonnais Township Park District may result in termination of this contract without recourse by the participant and the Bourbonnais Township Park District shall not be liable to anyone for this action. Vendor/Exhibitors shall indemnify, defend and hold the Bourbonnais Township Park District's Dog Day Afternoon harmless against any and all claims for liability of any nature against the Bourbonnais Township Park District's Dog Day Afternoon, their directors, members and volunteers arising out of your acts.

Signature of Participant

Date