



Bourbonnais Township
PARK DISTRICT

Tails & Ales

At Willowhaven Park

btpd.org 815-933-9905



March 26, 2019

Dear Friend,

The Bourbonnais Township Park District is planning a “pawsome” new event at our Dog Park this spring! Tails & Ales will be held on Friday, May 31 from 5 to 8 PM within and around our 3.5 acre Dog Park at the Willowhaven Park & Nature Center.

The purpose of Tails & Ales is to provide an entertaining evening for dogs and their owners as they socialize at the dog park, as well as those who like to shop and listen to music. We understand that pets are an important part of many families in our community and we want to offer a safe, fun environment where dogs can play and owners can meet and greet with others. Do not fret if you do not have a dog, you are welcome too!

We will also feature music, entertainment, beverages by Grapes & Hops, exclusive menu from our concessions, activities, raffles and give-aways. Admission to our 3.5-acre Dog Park is included with the event!

The Bourbonnais Township Park District would like to offer your business the opportunity to help support this new and exciting event. There are many ways to help support though sponsorships, in-kind donations or hosting a booth at the event.

The Bourbonnais Township Park District would like to offer your business the opportunity to help support this new and exciting evening by joining us as a vendor. We are inviting you to set up a booth showcasing your business at Tails & Ales!

Please review the enclosed vendor sheet and let us know how you would like to be involved in this exciting event! Please contact event coordinator Nicole Jenkins at (815) 933-9905 ext. 472 with questions of if you have any suggestions on how we can add to the fun!

Thank you for your consideration and I hope you will join us for this enjoyable occasion!

Sincerely,

Nicole Jenkins
Facility Coordinator
Willowhaven Park & Nature Center
a facility of the Bourbonnais Township Park District
459 N Kennedy Drive
Bourbonnais, IL 60914
(815) 933-9905 ext 472
BTPD.org



**Friday, May 31, 5 - 8 PM
At Willowhaven Park**

**Bring your furry friends!
Music, Food and Fun!**

Beverages by-

grapes & hops

btpd.org 815-933-9905

You don't need to bring a dog to participate in Tails & Ales, but you do need to be a dog lover!



Tails & Ales Vendor Application

Friday, May 31, 2019 from 5:00 p.m.-8:00 p.m.
Willowhaven Park, 1451 N 4000E Rd. Kankakee IL 60901

Tails & Ales is a Bourbonnais Township Park District event focused on providing entertainment & resources to the community. As part of the event, we are opening up areas for vendors to showcase their businesses and are being accepted on a first come, first serve basis.

Vendor booth Space is **10'x10' booth** (approx. size). Booth space is located in the parking lot next to the dog park. 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.

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)
Vendor Fees are waived for all non-for-profit vendors who provide proof of non-for-profit status.			

Address			
---------	--	--	--

Business Phone		Fax Number (if applicable)	
----------------	--	----------------------------	--

Contact Person		Contact Phone	
----------------	--	---------------	--

Email		Website (if applicable)	
-------	--	-------------------------	--

Purpose (check one)	<input type="checkbox"/> Displaying and/or selling items	<input type="checkbox"/> Providing information
---------------------	----------------------------------------------------------	------------------------------------------------

All exhibitors/vendors must provide goods or services, which relate to Tails & Ales, a fun event that will inform participants of the goods and services available to them as pet owners or provide family friendly entertainment. 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).

To keep vendor fees low, we ask that **all for-profit vendors** provide a \$20.00 value (minimum) prize to the event raffle. Raffle prizes may be dropped off at the vendor check-in table prior to setting up the evening of the event.

FEES-Must be submitted with application (fee will be returned if vendor is not selected for participation)

Booth Fee: \$15.00 per booth space

Electricity Request (please check one)	<input type="checkbox"/> I need electricity at my booth (optional) Electricity Fee: \$25.00 per vendor	<input type="checkbox"/> I do not need electricity
--------------------------------------------------	-----------------------------------------------------------------------------------------------------------	----------------------------------------------------

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	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Number of spaces:</td> <td style="width: 30%;"></td> </tr> <tr> <td>Total Enclosed: There will be a \$35 fee for returned checks.</td> <td style="text-align: center;">\$</td> </tr> <tr> <td colspan="2">Briefly describe your raffle gift or booth activity:</td> </tr> </table>	Number of spaces:		Total Enclosed: There will be a \$35 fee for returned checks.	\$	Briefly describe your raffle gift or booth activity:	
Number of spaces:							
Total Enclosed: There will be a \$35 fee for returned checks.	\$						
Briefly describe your raffle gift or booth activity:							



VENDOR RULES AND REGULATIONS

Facilities:

- Electricity will be available **only** if requested at the time of registration. Electrical booths are asked to provide their own fire extinguishers. Please no A/C or generators.
- All fees are non-refundable: Inclement weather will not be grounds for refunds. A rain date is set for Friday, June 7.
- Exhibitors must provide their own trash receptacles and change for bills.
- This is an outdoor event; all vendors will be located outside the dog park 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.

Set-up & tear-down:

- Exhibitors will be responsible for all booth structures, set-up and furnishings; e.g. extension cords, signage, tarps, table covers, etc.
- Vendors & booth participants can begin set-up at 3:00 p.m. on Friday, May 31, 2019.
- ALL VEHICLES must be off the event grounds before 4:45 p.m. If you still have items to bring to your area they must be carried in.
- Booths must be open by 5:00 pm on Friday and shall remain open until the event closes.
- 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:

- 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 and with application.

PARTICIPANT RELEASE FORM

I/We _____ release all sponsors, co-sponsors, clubs, organizations or individuals involved in the Bourbonnais Township Park District's Tails & Ales event 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 harmless against any and all claims for liability of any nature against the Bourbonnais Township Park District, their directors, members and volunteers arising out of your acts.

Signature of Participant

Date