



# Vendor Application

**Registration Deadline: August 1, 2023**

We are so excited to have you in our vendor line up this year! The event is well attended and there are a lot of moving parts. Please review the instructions carefully to ensure a smooth day. Safety is our top priority - **USE EXTREME CAUTION, when loading in and out – as the grounds will be active with festival goers and volunteers!**

## LOCATION:

The Park Fest  
801 Concord Avenue  
Rockford, Illinois

## EXPO DATE & TIME:

September 3, 2023  
12:00 pm – 6:00 pm

**SET-UP TIME:** Day of Festival ONLY – 9:00 am – 11:00 am

## BOOTH RENTAL:

- Single Booth – The vendor is responsible for providing a table, chairs, and tent (space 8x9) **\$30 please submit payment via the website**
- Double Booth – Vendor is responsible for providing a table, chairs, and tent (space 16x18) **\$60 please submit payment via the website (Required for food vendors with no truck and trailer)**
- Add Electric (Must provide extension cord) - **\$10 please submit payment via the website**
- Food Trucks and Food Vendors with a trailer **\$90 please submit payment via the website**

**All payments will be received via the website at [www.theparkch.org](http://www.theparkch.org)  
Your spot is not secured until your registration & payment are received.**

## COMMITMENT:

I hereby confirm that the products or services to be promoted at The Park Church Festival will conform to the description provided above, and the required fee will be paid in full of receipt of the application. I have read and agree to the terms of the Hold Harmless, Indemnification, and Copyright Agreement as outlined in The Park Church Terms and Agreement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## LOAD IN & SET UP:

- Vendor load-in begins at **9:00am**.
- Enter the Park grounds from Concord Avenue.
- Security Check Point – Provide your vendor/business name for access.
- Drop off supplies for your booth and park your vehicle in the designated lot area.
- If you are using a trailer, you must unhitch your vehicle and park vehicle in designated lot area.
- **All vehicles must be in designated parking area no later than 11:00AM.**



## **TEAR DOWN AND LOAD OUT INSTRUCTION:**

- Vendors must remain at the booth until 6:00pm even if your product sells out. **Breaking down of booth before 6:00pm is strictly prohibited.**
- Vendors will be allowed to bring their vehicles into the market/vendor areas at 6:15pm.
- Use the same traffic pattern as instructed for event set up.
- Exit the event grounds by going south (to the right) on Concord Avenue.

## **BOOTHS:**

- Each vendor is responsible for providing their own tent, tent weights, and all necessary equipment and supplies to conduct business at their booth. Four (4) tent weights of at least 20 pounds each must be attached regardless of the weather.
- If your booth on the map does not list power, you did not provide any needs and will bring your own generator. **All food truck vendors are required to bring their own generator.**
- Vendors must adhere to the space approved by the Park Fest committee. It is recommended all food truck vendors rent the double booth space. If you as a vendor require more space, please send an email to [info@theparkch.org](mailto:info@theparkch.org).
- The Park Fest reserves the right to disallow the sale of any merchandise the Park Fest deems offensive.
- Subletting any stall space is prohibited.
- Space assignments are issued by the Park Fest Committee and are subject to change. Vendors are not guaranteed the same booth space year to year.
- Vendor booth decorating, promotion/branding worn by sales staff is encouraged. All attire must be G-Rated and family friendly.

## **CLEAN-UP & GARBAGE**

Vendors are required to clean up after themselves. Vendor space must be maintained in a clean, safe and sanitary manner throughout the event. Vendors are responsible for taking with them any trash or garbage that is generated in or around their booth and sweeping up any product debris left on the ground. Vendors are not permitted to dispose of product waste or boxes in any on-site garbage cans or dumpsters provided for guests.



# Exhibitor Application

## HOLD HARMLESS/INDEMNIFICATION/COPYRIGHT AGREEMENT

The vendor shall indemnify and hold harmless The Park Church, event sponsors, all event managers, promoters, and vendors, from and against any and all liability, claims, demands, damages, expenses, fees, fines, penalties, suits, proceedings, actions and costs of actions, including attorney's fees for trial and on appeal, of any kind or nature arising out of or in any way connected with this contract or the vendor's use of the space(s), sale of goods or conduct of business by the vendor, its agents, servants, employees, customers, patrons or invitees or any act or omission of the vendor, its agents, servants, employees, customers, patrons or invitees.

The vendor is responsible for all monies collected from the sale of the vendor's goods, as well as collecting and reporting of sales tax. The Park Church, sponsors, managers, and vendors are in no way responsible for any lost or stolen monies or items.

The promoters, all event managers, staff, and/or will not be responsible for the safety of exhibits, exhibitors, or their employees against robbery, theft or damage by fire, or any other cause, or injury to any person or article. In all cases, the exhibitors wishing to insure their goods must do so at their own expense. It is agreed that the exhibitors will indemnify and hold harmless the producers, staff and/or The Park Church from all liabilities arising out of the negligence of the exhibitor. Exhibitor will carry appropriate liability insurance to cover the above indemnification agreement.

The vendor assumes all costs arising from the use of patented, trademarked or copyrighted materials, equipment, devices processes, or dramatic rights used on or incorporated in the conduct of any vendor at or related to its operations at the market; and the vendor agrees to indemnify and hold harmless The Park Church, event sponsors, and all event managers, and vendors, from all damages, costs and expenses in law or equity for or on account of any patented, trademarked or copyrighted materials, equipment, devices, processes, or dramatic rights furnished or used by the vendor in connection with this agreement and will defend The Park Church, event sponsors, event managers and other vendors from any such suit or action, regardless of whether it be groundless or fraudulent.

**By signing below, the vendor acknowledges this application DOES NOT automatically reserve a space but is pending review by event managers to see if items for sale fit all criteria. If approved, the vendor will be notified of acceptance or placed on a waiting list based on space availability within a product category. The Park Church reserves the right to deny any vendors who do not meet our quality standards – and a refund will be granted. This will be determined on a case-by-case basis. The Park Church has the authority to cancel an agreement at any time.**

\*I have read and agree to the terms of the Hold Harmless, Indemnification and Copyright Agreement.

\_\_\_\_\_  
Name Date Signature

**THE PARK CHURCH CONTACT INFORMATION:**  
801 Concord Avenue  
Rockford, IL 61102  
815-965-8979  
info@theparkch.org  
Contact Person: Kimberly Lyon

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**Office Use Only:**