



Hegeler Carus Mansion

1307 Seventh St. * La Salle, IL 61301 * April.Murphy@hegelercarus.org



Outdoor Event on October 10th, 2020
8:00 am to 5:00 pm

DEADLINE FOR REGISTRATION IS OCTOBER 2ND, 2020

Contact Information:

Business Name: _____ Contact Person: _____

Street Address: _____ Email: _____

City: _____ State: _____ Zip: _____ Phone: _____

Facebook: _____ Website: _____

What do you sell and display?

Please provide a detailed description and at least 2 photos of the merchandise you will be selling.

Scheduling and Rates

Setup: 6am to 7:30 am

To ensure easy set-up, we will provide your arrival time in your confirmation email.

Area Size
___ 10 x 10 (\$50.00)
___ 10 x 20 (\$75.00)

Electricity can be made available to a limited number of vendors for a fee of \$25.00. Please contact April Murphy at April.Murphy@hegelercarus.org for availability.

Vendor guidelines and agreements: (Registration deadline is October 2nd, 2020)

Please note that qualification limitations placed on vendors come as the result of the Hegeler Carus Foundation's desire to encourage homemade skills and crafts, to feature quality antiques, treasures, and collectibles from the past, and to remove any material that is offensive to the visitors and the hosting community.

- **Due to Covid-19 a face covering is required at all times.** Thank you for your support.
- **Rented space is for the business owner's use only and may not be subleased to any other person or business without the prior written permission from the Hegeler Carus Foundation.**
- The only food items that may be sold in vendor booths are baked goods and home-grown items. Sale of water and soft drinks is not allowed, except by designated Food Vendors.
- **NO WEAPONS OR EXPLOSIVES OF ANY KIND ARE ALLOWED.**
- **Vendors are expected to provide their own insurance.** Under no circumstances shall the Hegeler Carus Foundation be liable for any direct, indirect, incidental, special, or consequential damages resulting from any incident occurring at the Event.
- All vendors must un/load their vehicle as quickly as possible. Vehicles **MUST** park away from the Craft Fair area. Designated parking will be provided. Un/packing and staging will take place after the vehicle has been moved to the parking area.
- All displays must be within the designated booth area so as not to block pedestrian traffic. Please be respectful of local property owners and residents.
- Vendors are responsible for keeping spaces clean. Vendors' spaces are to be open and manned during the Fair hours. After the event there will be a final clean up. Your space must be cleared by 6:00 pm.
- No protection from rain, wind, etc. is provided. Please bring some personal protection with you. No tables, chairs, or display equipment is provided. vendors are responsible for furnishing their own exhibit props.
- Vendors who are not accepted will have their fee returned. Accepted vendors will not be granted a refund after 10/01/2020. Refunds for late cancellations will be considered depending on the reason for the cancellation. We Reserve the Right to Accept or Deny any Vendor.
- A maximum of one 10x20 space per vendor will be allowed.
- State sales tax must be paid according to IRS provisions. This is the responsibility of the vendor. LaSalle's rate is **7.5%**.

I have thoroughly read the letter and guidelines for HCF Vendors and agree to comply with all the terms, and to sign and abide by the liability disclaimer attached. I further understand that I may not sub-lease, sell, or give this space without written permission from HCF. An extra fee may be charged if I exceed my assigned space. I will maintain a neat and attractive booth within my designated area. I will be responsible for cleaning my area thoroughly after I close.

Dated: _____ Signed: _____
Signature and Printed Name Required

I accept and assume full liability for any injury or loss of property, my agents, employees or me at any time and from any cause on the premises of the show. I expressly release the Hegeler Carus Foundation, its employees, board, and volunteers, and the City of LaSalle from any liability for such loss, injury or accident, and agree to provide and pay for my own insurance.

Dated: _____ Signed: _____
Signature and Printed Name Required

Please return completed form w/check to: _____ or **Electronically (credit card)**

Hegeler Carus Foundation

www.hegelercarus.org

Attn: April Murphy
1307 Seventh St.
LaSalle, IL 61301

If you have any additional questions email April.Murphy@hegelercarus.org.

Date Rec'd _____ [Amt Paid \$ _____ Cash _____ Check # _____ CC _____] Conf Letter _____ Booth # _____