



Autumn On Parade 2024 Market Vendor Contract

_____ does hereby apply to be a vendor in the annual Autumn On Parade Festival Market, and agrees to the provisions of this contract.

Initial each line below to acknowledge the following Autumn On Parade Market Vendor Requirements:

___ I/We understand items to be featured in the Market **must** fall into one of the following categories and must comply with restrictions noted.

• **Category #1- Handmade/Homemade Items** - This includes food items and arts and crafts products. Items purchased for resale are not allowed. All items offered for sale must be handcrafted and the original work of the vendor. Items assembled from kits, or which are based primarily on preassembled purchased items may not be exhibited or sold. The majority of items in the booth space must be made by the individual(s) whose name appears on the contract. Acceptable homemade food items are limited to baked goods, candies, jams, jellies and preserves, and garden produce. A permit may be required for the sale of food items, and all food items must comply with state and local regulations.

• **Category #2 - Homegrown Items** - This includes garden produce and ornamental items. All food items to be sold must comply with local and state health regulations. The Autumn On Parade Committee reserves the right to remove unacceptable items from the display area. Failure to comply may result in dismissal from the festival. All display items are to be provided by the vendor.

• **Category #3 - Vintage Repurposed Items**- This includes wooden, metal, fabric or antique items that you have altered in some way to make it your creation. **NO PLASTIC OR GLASSWARE ALLOWED.**

___ I/We declare to be the primary operator of our booth space, and the primary producer of the products for sale in said booth.

___ I/We agree to abide by the Policies and Procedures set forth by the Autumn On Parade Committee. (full Policies and Procedures document can be found at www.autumnonparade.org)

___ I/We understand that failure to comply with these Policies and Procedures will result in **disqualification** from this year's festival as well as *all* future Autumn On Parade events and may result in immediate removal of displayed items by the Autumn On Parade Committee or its representatives.

___ I/We agree to remain open for business during all designated festival hours.

___ As a participating vendor, I/we agree to pay the **non refundable** booth space rental fee as stated below. This fee is for the sole purpose of reserving a booth space in the Autumn On Parade Market during the current year's festival. We understand this fee is to be paid by check, separate from any other payment, on or before August 1 of the current year.

Ogle County Residents: \$125.00 | Not-for-Profit: \$125 | Non-Residents: \$175.00

**These differential fees are based on the mission and founding goals of the festival; to showcase the resources of Ogle County, and to give first priority to the residents of the area who support local business, pay local taxes, and contribute to the general economy of the county on an ongoing basis.*

___ As a participating vendor, I/we understand the following booth space information:

*All **street** booth spaces will be 12'x12'. All **lawn** booth spaces will be at least 10' wide and will have varied depths due to location, natural barriers, etc.

*Vendors requesting adjacent booths will relocate to an area where such spaces are available.

*Booth spaces will be assigned by the Market Chair. Assignments will be based on compliance with contract deadlines (stated below).

*Vendors will furnish all display items. Electricity will **not** be provided to any vendor in the Market area.

___ I/We agree to stay within my/our defined booth space. **Merchandise and display items must not be placed on the sidewalk or terrace areas.** The Autumn On Parade Committee reserves the right to move any items that do not comply with these guidelines.

___ I/We understand there will be **NO refunds for cancellation and subleasing of booth space is strictly prohibited.**

___ I/We understand ***New Entries without website or social media pages** are required to provide photos of product and booth to the committee. Mail photos to the Autumn On Parade office **OR** email to Market Chair (Tonya) at autumnonparadeinfo@gmail.com

___ I/We understand Autumn On Parade is responsible for official advertising of the festival. No personal or business social media pages are to be created "event page" labeled 'Autumn On Parade' by vendors, entertainment, visitors, or any other entities other than official Autumn On Parade website, Facebook, or Instagram pages. If this rule is violated, said person/vendor will be **unable** to participate in Autumn On Parade.

___ I/We understand the Application Procedure *and* Advance Registration Deadlines as stated below:

Application Procedure:

A signed contract of agreement plus full payment is due by August 1 of festival year. Should all booth spaces be reserved prior to established deadlines, a waiting list shall be maintained. Failure to comply with terms of the agreement will result in loss of rights to participate as a vendor.

Advance Registration:

To ensure your same booth space is reserved for the **following year's festival**, a signed contract *plus* payment **in full per booth space** must be received **prior to NOVEMBER 15 of the current year.** **Vendors participating in the immediate year's festival will be allowed to exercise this Advance Registration option.** Failure to submit appropriate payment & registration on time will result in loss of reserved booth space. **All remaining booth spaces will be placed on the open market and sign-up for the spaces will be allowed after January 1.** Should I/we wish to participate in the future, I/we must compete for a **new** location.

___ I/We understand ***a vendor refusing to comply with any of the rules set forth will automatically forfeit their booth space and registration fee and will be asked to leave the show immediately.***

By signing below, we acknowledge agreement to the above information as well as our understanding and agreement to the following:

We understand the Autumn On Parade Committee shall be responsible for management of the festival, and for setting forth policies and procedures believed to be in the best interest of this festival and its participants. The Autumn On Parade Committee shall be responsible for the supervision of the festival grounds, and for the promotion of festival events, including the Market. We agree to hold harmless the Autumn On Parade Committee, its Board of Directors, and/or any of its designated representatives; the officials and representatives of the City of Oregon; and the Official Representatives of Ogle County for any losses, injuries, and/or damages that may occur as a result of participation in the Autumn On Parade Festival. This contract confirms both parties understand delegation of responsibilities.

Signature Printed: _____ Signed: _____

Date of Application: _____

Please complete and return this Contract **and** Info Sheet **with** your **full payment** on or before **August 1** of the current year to:

Autumn On Parade PO Box 234 Oregon, IL 61061

Make Check Payable to: Autumn On Parade

Vendor Information Packets: Vendor packets will be distributed on Friday afternoon and Saturday morning of the festival weekend. All booths are to be in place by 7:30am Saturday morning, therefore it is the vendor's responsibility to pick up their packet **prior to 7:30am**.

**Packet pick up timing and location will be announced during the week leading up to Autumn On Parade; you will be notified via email.*



Autumn On Parade 2024 Market Vendor Information

Organization/Business Name _____

Contact Person _____

Complete Mailing Address _____

Cell Phone Number _____

Email Address _____

Website Address _____

Facebook and Instagram handle _____

(social media information is used for festival promotion)

Number of booth spaces reserved ____ Is this your first year as a Market Vendor? Yes/No

If "No," how many consecutive years of participation? ____

Previous Booth Space Number(s) _____

Please give a brief description of items to be featured in your booth:

Return to: Autumn On Parade, P.O. Box 234, Oregon, IL 61061

815-732-3465 | autumnonparadeinfo@gmail.com | www.autumnonparade.org

Autumn On Parade Only Use Below this Line

Number of booth spaces reserved ____

First year Market Vendor? Yes/No

of Consecutive years of participation ____

Previous Booth Space #(s) _____

Current Booth Space #(s) _____

Vendor Fee: In/Out of County Vendor

Advance Payment: Cash ____ Check # ____ M.O. ____