



## **Autumn On Parade Policies & Procedures** *for Market, Food Court, Entertainment HotSpot, & Festival as a whole*

The following Policies and Procedures have been adopted by the Autumn On Parade Committee and shall govern activities of the festival as a whole.

### **General rules and regulations:**

Autumn On Parade shall not be responsible for any injury or loss that may arise or come to the vendor, their employees, or representatives of their goods from any cause whatsoever while at the festival. The vendor agrees that they will hold the Autumn On Parade Committee, or designated representatives, harmless and free from all damages by reason of liability occasions by any act or omission, neglect, or wrongdoing of the vendor, their employees, or any of their agents, officers, or representatives, and said vendor will at their own expense defend and protect Autumn On Parade against all such claims and demands. The vendor also agrees that Autumn On Parade will not be responsible for accidents, fire, inclement weather, theft, breakage, or any other accident incurred by the vendor at any time, and the festival is released from all liabilities and responsibilities. This includes the hours for setting up and dismantling the festival.

### **Advertising/Social Media:**

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, the said person/vendor will be **unable** to participate in Autumn On Parade. You may invite people to follow Autumn On Parade's official pages for up-to-date information, and share our event pages. Please provide your social media handles on your application for official festival promotion.

### **Who May Exhibit:**

Priority for assignment of booth space will be given to individuals and not-for-profit corporations, religious, and service organizations based in Ogle County. Additional spaces may be rented to out-of-county residents as available. **The person in whose name the contract appears must be the principal user of the space and producer of items for sale.** \*Please note booth availability is approved on a first come, first served basis for applicants who meet full requirements.

***To be considered for our festival, all applicants for booth space must submit a signed contract to the Autumn On Parade Committee and pay all applicable fees prior to the deadlines set forth herein. This form affirms that the participant agrees to abide by all the rules and regulations set forth by the Committee, including products to be exhibited and procedures for set-up and teardown of booth space. 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.***

**Application Procedure:**

A signed contract of agreement and payment of fee prior to the festival is required. Should all booth spaces be reserved prior to established deadlines, a waiting list will be maintained. Failure to comply with terms of the agreement will result in loss of rights to participate as a vendor.

**Security:**

Police protection/security will **not** be provided during the festival. Vendors are responsible for their own products and storage.

**Vendor Set-Up/Teardown:**

Vendors will be required to comply with the set-up and teardown policies, established by the Autumn On Parade Committee. Failure to comply will result in loss of vendor status and will be subject to disciplinary action.

**Use of Autumn On Parade Logo:**

The Autumn On Parade Committee has the exclusive right to use the festival logo. Items bearing this logo must be approved by the Committee prior to August 1 of current year.

**Hours of Operation:**

The festival hours of operation are:

Saturday: 8 AM to 5 PM and Sunday: 9 AM to 5 PM.

All vendors must have booths in place no later than 7:30am on Saturday, and are expected to remain open during the full hours of the festival. Additional hours may be extended past 5 PM based on the crowd and will be determined at the discretion of the Autumn on Parade Committee.

**Sales Tax:**

The Illinois Department of Revenue requires all appropriate sales tax to be paid. All sales taxes and forms are the responsibility of the vendor.

**Right of Refusal:**

The Autumn On Parade Board of Directors reserves the right to refuse to contract booth space to any vendor who does not meet the criteria set forth in these policies, or who knowingly violates the policies and procedures governing festival operations. The AOP Board of Directors also reserves the right to remove or order removal of items which are displayed or offered for sale which, in the opinion of the board or it's designated representative, are inappropriate or are not in compliance with our festival guidelines.

**Right of Appeal:**

Any vendor who is denied the right to display or sell items in question, or who is subject to disciplinary action, has the right to appeal the decision of the Committee by issuing a written request for review to the Autumn On Parade Board of Directors. A review will be scheduled within 30 days of receipt of the request and the vendor will be asked to appear in person at a meeting scheduled by the AOP Board of Directors. The ruling of the AOP Board of Directors shall be final.

**My signature below shows acknowledgment and agreement to the above information:**

Printed: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**For information specific to Market, Food Court, &/or Entertainment HotSpot, please refer to said contracts.**