

Autumn on Parade Farmers Market/Craft Fair

Policies & Procedures for Arts & Crafts Exhibitors

The following policies and procedures have been adopted by the Autumn on Parade Committee and shall govern activities of the festival's Farmers' Market/Arts & Craft Show.

To be considered, all applicants for booth space must submit a signed contract with the Committee and pay all applicable fees prior to the deadlines set forth herein. This form affirms that the participant agrees to abide by the rules and regulations set forth by the Committee including products to be exhibited and procedures for set-up and tear down of exhibits. Any exhibitor 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.

General Rules & Regulations:

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

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.

May Be Exhibited: Items to be featured in the Farmers' Market/Arts & Craft Show 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 exhibitor. 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/individuals 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 Festival Committee has the right to request unacceptable items be removed from the display area. Failure to comply to this request may result in dismissal from the show. All display items are to be provided by the exhibitor.
- ***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.

Application Deadlines: Veteran vendors will be allowed to hold their booth space for the next year by paying the full appropriate payment (see Booth Fees). Only those vendors participating in the immediate year's festival will be allowed to exercise the advance registration option. This fee and a signed contract must be received prior to November 15 of the year preceding the festival. Failure to make the full appropriate payment will result in loss of reserved booth space. All remaining booth spaces will be placed on the open market and sign-up for these spaces will be allowed after January 1. No refunds for cancellation shall be made after August 1. ***Sub-leasing of booth space is strictly prohibited.***

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

Booth Fees: Ogle County residents and not-for-profit organizations will be required to pay a fee of \$125.00 to reserve booth space. Vendors from outside the county will be required to pay a fee of \$175.00. This differential fee is 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 the general economy of the county on an ongoing basis.

Booth Spaces: All booth spaces in the streets will be 12'x12'. Booths located on the Courthouse lawn will be at least 12 ft. wide and will have varied depths due to location, natural barriers, etc. Booth spaces will be assigned by the Farmers' Market/Arts & Crafts Show Chair. Assignments will be based on compliance with exhibitor deadlines as stated above. Exhibitors will furnish all display items. Electricity will not be provided to any exhibitor in the Farmers' Market/Arts & Craft Show area. Merchandise and display items must not be placed on the sidewalk or terrace areas. Each exhibitor must stay within their defined space. The committee reserves the right to move any exhibit that does not comply with the request. Vendors requesting adjacent booths will have to relocate to an area where these spaces are available.

Security: Police protection/security will **not** be provided for exhibits in the Farmers' Market/Arts & Craft Show area. Exhibitors are responsible for their own products and storage.

Exhibitor Set-up/Tear Down: Vendors will be required to comply with the set-up and tear-down policies established by the AOP Committee. Failure to comply will result in loss of exhibitor status and will be subject to disciplinary action.

Exhibitor Packets/Information: Exhibitor packets will be distributed on Friday afternoon and Saturday morning of the festival weekend. Packets are to be picked up by the exhibitor at the Information Booth. It is the vendor's responsibility to pick this up.

Use of AOP Logo: The AOP Committee has the exclusive right to use the festival logo. Items bearing this logo must be approved by the committee prior to August 1.

Hours of Operation: The Farmers' Market/Arts & Craft Show hours of operation are: Saturday - 8 a.m. to 5 p.m. and Sunday - 9 a.m. to 5 p.m. All vendors are expected to remain open during the full hours of the festival. Additional hours may be extended past 5 p.m. based on the crowd and will be determined at the discretion of the AOP committee.

Sales Tax: The Illinois Department of Revenue required that all appropriate sales tax be paid. All sales taxes and forms are the responsibility of the exhibitor.

Right of Refusal: The Board of Directors reserves the right to refuse to contract booth space to any exhibitor who does not meet the criteria set forth in these policies or who knowingly violates the policies and procedures governing festival operations. The 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 its designated representative, are inappropriate or are not in compliance with the guidelines.

Right of Appeal: Any exhibitor who is denied the right to exhibit 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 Board of Directors. A review will be scheduled within 30 days of receipt of the request and the exhibitor will be asked to appear in person at a meeting scheduled by the Board of Directors. The ruling of the Board of Directors shall be final.

Adopted As Amended: 7/19