

2018 Wine Fest Outdoor Market Vendor Application

Application Deadline: May 18, 2018

Dates & Times:

Saturday, June 2, 2018 11:00 a.m.– 8:00 p.m. Set up time: 9:00 a.m.

Sunday, June 3, 2018 11:00 a.m.- 4:00 p.m. Set up time: 9:00 a.m.

Vendor booth(s) must be completely set up no later than: **30 minutes before open**

Location: Court Street, Ottawa, Illinois

Submit application to: Kim Czyz: 815-433-0161 ext. 110; kczyz@cityofottawa.org

Event Coordinator: Jocelyn Campbell: 815-343-9673; bigfootsgirlfriend@hotmail.com

PRINT CLEARLY

Date: _____

Business Name: _____

Contact Person(s) _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Alt. Phone: _____ Fax: _____

*Email Address: _____

*This is how you will be contacted, if you have one

Website: _____

If you do not have an IBT number, you may participate in this event but the City Of Ottawa is required to report your name and address to the Illinois Department of Revenue.

Security Data

1. Have you ever been convicted of an offense whereby you were required to register as a sex offender?
() Yes () No
2. Do you have a valid driver's license? () Yes () No If yes, issue State: _____
Driver's License Number _____ Expiration Date _____
License Plate Number(s) of vehicles at the event site: _____

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Booth Information

- Each vendor booth space is approximately 10' long x 10' deep
- Please read the Rules and Regulations for this event.
- Vendors are permitted to sell item(s)/product(s) from their booth space only.
- Vendor must provide two (2) photographs of their item(s)/product(s).
- Vendors are to provide their own tent(s), tables, chairs and other display items. Vendors are required to have weights of 25# per leg attached to EZups to ensure safety of our customers, vendors, and surrounding businesses.
- Booth spaces are assigned by the Event Coordinator and are assigned in order of receipt of all application paperwork and payment. We reserve the right to designate space assignments based on aesthetics and space considerations.
- No subleasing allowed. If you buy a booth space, only you may occupy and sell from this booth space.
- Your payment will be held until application is approved.

Items to be sold: _____

of Booth(s) @ \$50.00 each by deadline date: _____

\$75.00 PER BOOTH - CASH OR CREDIT CARD ONLY AFTER deadline date: _____

Total Amount Due / Enclosed: _____

Application Deadline & Requirements

- All applications must be completed in full and received (along with payment and required supporting documentation) by DEADLINE of May 18, 2018. All fields on the application are required, and incomplete applications will not be processed until all information can be obtained from the applicant. Any applications received after the deadline may not be guaranteed a booth space.
- We reserve the right to refuse any vendor applicant we feel does not meet requirements or is not fitting for the good of this event.
- **ALL the items listed below must be received at the following address by May 18, 2018:**
City of Ottawa
Wine Fest Vendor Application
301 West Madison Street
Ottawa, Illinois 61350
 - Completed Vendor Application
 - Two (2) pictures of item(s)/product(s)
 - Copy of your current Illinois Business Tax (IBT) number (Certificate of Business Registration)
 - **OR** a copy of your current Illinois Department of Revenue's or Illinois Attorney General's Authorization of Not-for-Profit Status
 - Appropriate booth/application fee.
 - Signed Waiver of Liability

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WAIVER OF LIABILITY

Please Note: Violation or falsification of ANY of the conditions as set forth in the following legal affidavit will result in the IMMEDIATE and PERMANENT LOSS of permission to sell any product at the event site.

Event Affidavit

I have read and fully understand the Rules and Regulations and all pages accompanied with the application for this event. If accepted into this event, I hereby agree to abide by all the Rules and Regulations adopted by the event. Further, I agree to sell at the event only such item(s)/product(s) as those listed in the attached application pages.

I also acknowledge those item(s)/product(s) must be my own at the location(s) described on my application. I acknowledge full responsibility for all my activities in this event and for those assisting me throughout the term of the event. I acknowledge the authority of the Event Coordinator and event representatives to immediately settle any disputes regarding item/product legitimacy, procedural and vendor conduct violations, and impose any penalties, including suspension or removal from the event. I agree to allow the Event Coordinator and/or event representatives at any time to inspect items evidencing how/where the products offered for sale are produced. Failure to provide such proof for inspection will constitute a violation of event rules. I understand the City of Ottawa does not carry any insurance policies to cover individual participants in this event.

I certify the information contained in this application is true and accurate.

Hold Harmless and Indemnification

The undersigned individual, partnership, corporation or limited liability company, its successors and assigns, in consideration of its partnership in this event, located in the City of Ottawa, and other good and valuable considerations, the receipt and sufficiency of which are hereby acknowledged, does hereby agree to hold harmless, indemnify and reimburse the City of Ottawa, an Illinois municipal corporation, its officials, employees, successors and assigns, from and against any and all actions, causes of action, claims, demands and expenses, including cost of defense and reasonable and necessary attorney fees, arising out of or in any way connected with the undersigned participation in this event, including, but no by way of limitation, claims for personal injury and/or property damage; excepting, however, any such claim or injury directly caused by the negligence or other conduct of the City of Ottawa, its officials, employees, servants and agents.

The undersigned acknowledges and agrees that the terms of this Hold Harmless and Indemnification are contractual in nature and are supported by valid consideration. The undersigned represents that he/she has full and complete authority to execute this document.

Dated at Ottawa, IL this _____ day of _____, 2018.

Printed name of individual or entity

Signature of individual, partner or officer

THIS IS A LEGAL DOCUMENT AND CONFERS RIGHTS ON THE CITY OF OTTAWA AND CREATES OBLIGATION AGAINST THE PARTY OR ENTITY SIGNING. YOU MAY WISH TO CONSULT AN ATTORNEY BEFORE SIGNING.

Outdoor Market Winefest 2018 Ottawa, Illinois

RULES AND REGULATIONS ****PLEASE KEEP FOR YOUR REFERENCE****

Event Dates & Times:

Saturday, June 2, 2018 11:00 a.m. – 8:00 p.m.

Sunday, June 3, 2018 11:00 a.m. – 4:00 p.m.

Set up starts at: 9:00 a.m.

Event Location: Court Street in downtown Ottawa, Illinois

The City of Ottawa is seeking vendors selling the following such as:

- Craft items with the event connection in mind
- Artwork with the event connection in mind
- Live plants with the event connection in mind
- Gardening equipment/furniture, etc. with the event connection in mind
- Other items that are a good fit with the event connection in mind

Event Coordinator / Representatives

The City of Ottawa reserves the right to designate one or more on-site event representatives.

Application for this event should be submitted to: Kim Czyz; kczyz@cityofottawa.org; (815-433-0161, ext. 110) or mail to City of Ottawa, 301 West Madison Street, Ottawa, IL 61350.

An appointed person with the City of Ottawa will review your application. If there is a problem, you will be contacted shortly after receiving your application.

Following approval of your application, Jocelyn Campbell will be your designated Event Coordinator for this event.

The event coordinator can answer questions and concerns regarding this event. Contact Jocelyn Campbell at: bigfootsgirlfriend@hotmail.com; or 815-343-9673. Event coordinator and representatives will be given full authority to make decisions for the City of Ottawa.

Vendor Professionalism

Any vendor that conducts themselves in an unprofessional or hostile manner will be asked to leave the event. Unprofessional or hostile behavior includes, but not limited to, yelling, swearing, and arguing at vendors, customers, coordinator or representatives. Violators will be subject to police action.

Parking Policy

Vehicles (or vehicle with trailer) may not park on city streets nearby the event location during event hours. Vendors may park in the “free” public city parking lots near the event.

Please be aware of any “No Parking” signage that may be posted on city streets. Violator’s vehicle will be towed at owner’s expense.

NO CAMPING will be allowed at or near the event site. Contact the Ottawa Visitors Center 815-434-2737 for a list of Ottawa hotels/motels. Hotels are located nearby off Interstate 80.

Hours of Operation

In the event you would like to stay longer to sell-out your item(s), you are free to do so.

Booth Tent Set-Up Policy

Tents are to be set up with the back of the tent towards the curb. Be prepared to shim any tables, stands or displays that may be affected by the slope in the road. Only 1' maximum space between each vendor tent, except for vendors who have purchased multiple booth spaces.

Safety

Weights of 25# per leg requirements to EZup to ensure safety of our customers, vendors, and surrounding businesses.

**All booth measurements are as accurate as possible. Booth(s) should be neat and attractive.

Unloading Process: Vendors may begin setting up tents/canopies and tables and unloading their products starting Saturday at 9:00 a.m.

All vendors MUST be set up and ready to sell 30 (thirty) minutes before event opens.

Late set-up is allowed by the event coordinator with prior approval.

Please set up your items AFTER you have moved your vehicle/trailer. This will allow other vendors to unload.

Late Arrival Policy: If you are late for any reason, you MUST call the event coordinator. ALL latecomers will be directed to a designated location (no matter what booth location was previously assigned) for the safety of other vendors and your customers.

SAFETY is one of our biggest concerns.

- VENDORS ARRIVING AFTER the scheduled set up time will not be allowed to set up and sell at the event that day. NO REFUNDS will be issued for booth fees.

Tear Down / Early Departure Policy

Vendors may begin tearing down booth(s) **after the close** of the event.

Any tear down, or early departure must be approved by the Event Coordinator. This event is widely advertised to be open during the scheduled hours of operation and early tear down and departure is not professional. Early tear down or departure may result in the city's refusal/denial of your applications to participate in future events. In the event that the weather becomes ominous early departure will be accepted.

NO VEHICLE/TRAILER ALLOWED TO MOVE ON TO THE EVENT STREET FOR BOOTH DISMANTLING BEFORE EVENT HOURS OF OPERATION ARE OVER.

Sales Tax

Illinois Sales Tax must be collected and is the responsibility of each vendor. You must provide a current copy of your Illinois Retail Sales Tax number certificate OR a copy of your Illinois Department of Revenue's authorization of not-for profit status annually for our records. **NOTE: This is a MUST and vendors will not be assigned a booth space until all TAX or NFP paperwork is received.** If sales tax is being collected by the vendor, the tax certificate MUST BE displayed in full view at the event.

Vendor Verification

The City of Ottawa reserves the right to request additional information for the purpose of confirming the production of items to be sold at this event. We may have reason to investigate the production and/or sale of suspicious items (not detailed in contract, not approved for this event, etc.). In doing so, we will take an innocent until proven guilty approach and offer the opportunity for the vendor to provide proof and explanation (pictures of item production, etc., should be on hand in the case proof is needed). Failure to allow an inspection will constitute a violation of event rules; and, participation in the city events will be terminated.

Application Deadline

All applications must be completed in full and received (along with payment and required supporting documentation) by DEADLINE DATE. All fields on the Application are required, and an incomplete application will not be processed until all information can be obtained from the applicant. Any application received after the deadline may not be guaranteed a booth space. Booth spaces are assigned in order of receipt of all application paperwork and payment.

Additional Rules & Regulations

- **NO ALCOHOLIC BEVERAGES**, unless authorized by the event.
- **NO DRUGS**, or **DRUG PARAPHERNALIA MERCHANDISE** allowed to be sold or be on the premises at any time. VIOLATORS WILL BE SUBJECT TO POLICE ACTION.
- **NO SWITCH BLADES OR BUTTOKNIVES** (including collectibles); VIOLATORS WILL BE SUBJECT TO POLICE ACTION.
- **NO FIREWORKS, COMBUSTIBLES of ANY KIND** (including Poppers), **TOBACCO**, or **LIGHTERS** may be sold. VIOLATORS WILL BE SUBJECT TO POLICE ACTION.
- **No written profanity on clothing and/or items of any kind. This includes the selling of and/or wearing of such items.**
- **No excessive noise allowed.** VIOLATORS WILL BE SUBJECT TO POLICE ACTION.
- **No pets allowed on event site.**
- **NO smoking** in your booth or the event area.
- **No subleasing allowed.** This means, if you buy a booth space, only you may occupy and sell from this booth space.
- **Rainout policy:** NO REFUNDS given for any reason. The event will be held rain or shine.

Special Event Tax Collection Report and Payment Coupon

Form IDOR-6-SETR (R-03/16)



Read this first

Exhibitors: All exhibitors making sales in Illinois are required to report and pay all tax due based on their total receipts within ten (10) days of the close of the exhibit. The current tax rate for the location of the special event is printed on the coupon to assist you in calculating your tax due. If you have questions, call us at (847)294-4475 .

Event coordinators: Please distribute this form to each exhibitor making sales at your special event.

Special Event Information

OTTAWA 2 RIVERS WINE FEST - OTTAWA

Start Date: June 2, 2018

600 COURT ST OTTAWA IL
61350-2934

End Date: June 3, 2018

05000017

18084-76928

The current tax rate for this event is 7%.

Please complete the following coupon and send it with your payment to:

COLLECTION SUPPORT
ILLINOIS DEPARTMENT OF REVENUE
PO BOX 19035
SPRINGFIELD IL 62794-9035

Make your payment payable to the Illinois Department of Revenue.



Illinois Department of Revenue Special Event Tax Payment Coupon

Form IDOR-6-SETR (R-03/16)

(133)

Mail completed form to:
COLLECTION SUPPORT
ILLINOIS DEPARTMENT OF REVENUE
PO BOX 19035
SPRINGFIELD IL 62794-9035

05000017

OTTAWA 2 RIVERS WINE FEST - OTTAWA

18084-76928

June 2, 2018 - June 3, 2018

Step 1: Identify yourself

Business name: _____

Telephone no. (____) _____ - _____

Name: _____

Social Security no. _____ - _____ - _____

Address: _____

FEIN: _____ - _____ - _____

<Other no.> _____

Email address: _____

Step 2: Figure your tax due

Sales Related Taxes \$ _____ X $\frac{0.07}{\text{Current Tax Rate for this Location}}$ = \$ _____
Total receipts Amount tax due

005 005 001808476928 730 063018 5 000000000000