

6th Annual Metaphysically Fit Fest
Saturday, July 21, 2018
Bicentennial Riverfront Park, Yorkville, IL

Food Vendor / Exhibitor Rules and Regulations

Application Process:

- All applications must be received and completed by 5/22/2018 to be considered for participation.
- Submission of an application does not guarantee acceptance into the festival.

Cancellation / Refund Policy:

- Applications that are denied will receive a full refund.
- Vendors will be charged \$30 for returned checks.
- Cancellations or suspensions may occur due to lack of proper City or County licensing. Vendors / exhibitors who fail to comply with the proper guidelines will not receive a refund.
- Inclement weather or Acts of God that result in the cancellation of the event will not result in vendors / exhibitors receiving a refund of vending fees.
- The MFF Committee reserves the right to close down those vendors / exhibitors who do not comply with the rules and regulations of the festival. Non-compliance will result in the loss of fees and deposits.

Electrical Power / Water:

- Electrical power is available
- Running water is available

***Please notify us about your electrical power / running water requests as needed. Power and water must be pre-approved.**

Festival Hours:

- This year's festival takes place on Saturday, July 21, 2018 from 11am to 6pm. All vendors are required to stay the entire times listed above.

Food Vendor Requirements:

- All propane tanks must be chained together and attached to a stationary material such as a post.
- **Vending space used for cooking must have an approved fire extinguisher. All extinguishers must be a carbon dioxide or multi-purpose dry chemical (minimum 20 pounds).**
- A Public Health sanitation certification is required
- The MFF committee reserves the right to limit food vendors to avoid duplication of food items.

- The MFF committee reserves the right to refuse specific equipment based on space or power usage. In addition, any equipment that is not listed on the application form may not be used or stored on festival grounds before, during or after festival hours.
- Vendors are responsible for the removal of all used cooking oil from the festival grounds.

Insurance and Liability:

- Exhibitors / vendors are required to carry their own insurance. The United City of Yorkville and its facilities assume no responsibility for the safety of the properties of the vendor / exhibitor, its officers, agents or employees from theft, damage by fire, accident or any other causes whatsoever.

Note: When submitting your application, you must also submit a liability form naming the United City of Yorkville (800 Game Farm Rd., Yorkville, IL 60560) as additionally insured. Applications will not be accepted without a liability form. A sample form is attached.

Visit : "<https://www.actinsurance.com/> " for more information

Parking:

- Trailers and vehicles must remain in the parking area / lot. Trailers will not be allowed on grassy areas. Vendors must also enter at the vendor entrance only.

Security:

- Security will be provided; however, the exhibitor should insure his exhibit against loss or damage. All property of the exhibitor is understood to remain in the care, custody and control of the exhibitor. The exhibitor agrees to maintain fire and extended coverage insurance on the contents located within the exhibit booth.

Set-up and Take Down:

- Each vendor is responsible for the set-up, take down, and clean up of their vendor / exhibitor space.
- All materials and supplies must be removed by 7pm on July 21, 2018.
- It is the responsibility of the exhibitor to ensure that their booth space is cleaned and void of trash.
- Drilling in the street, landscaping, and walking path areas are not allowed.
- Each vendor must provide their own supplies and trash receptacles for their own booth.
- Vendors must furnish their own display equipment within the allotted space. Displays must be neat and attractive. All display racks must be contained within the allotted space.

Note: Self standing tents are allowed within the exhibitor area only.

- Vendors must take all used oil, lard, etc. off site at the end of the festival.
- Damage due to fires, hot coals, oil, lard, etc. may result in a fine or banned from future festivals.
- All tents must be portable (pop-up only)
- Vendor vehicles are not allowed on festival grounds during festival hours.

- The fest does NOT provide tables, chairs, or tents. These may be rented from Grand Rental Station in Yorkville.

Other:

- The MFF Committee reserves the right to relocate a vendor when necessary.
- Signs / equipment exceeding 12 feet in height are not permitted.

Please Mail your Application and Payment to:

- "Tairi Grace, Grace Holistic Center for Education"
 - GHCFE, 210 Beaver St. Yorkville, IL 60560
- Checks payable to, "GHCFE"
- Paypal payments to: PayPal.Me/GHCFE

Food Vendor / Exhibitor Application Form

Your application must be received by May 22, 2018 in order to be considered for participation.

Note: All vendors must provide their own 10'x10' tent. Please read the rules and regulations and sign and return the application with payment.

2018 Vendor / Exhibitor Booth Fees:

Rate:

Fest Sponsor \$500 level and above -12'wide by 20'deep	_____FREE
Food Booth - 12' wide by 20' deep (2 available) Includes 2 - 20 amp circuits	_____ @ \$200 \$_____
Food Trailer - 10' wide by 20' deep (2 available) Includes 1 panel connection up to 60 amps and water	_____ @ \$400 = \$_____
Exhibitor Space - 10' x 10'	_____ @ \$80 = \$_____

List additional electric needs here:

(Fees are listed in vendor / exhibitor rules and regulations)

***Fest Clean Up Crew MANDATORY**

_____ Initial here to confirm agreement of mandatory clean up. This is a commitment where you will help clean up the MFF and Riverfront Park from all garbage, tents, etc. If you do not participate you will not be invited back next year.

Vendor / Exhibitor Space:

Vendor / exhibitor space is assigned on a first-come, first served basis but is not guaranteed as space is limited. We reserve the right to alter locations up to the day of the festival due to space constraints. Outlet adapters are not allowed. The MFF Committee reserves the right to refuse the sale of items they deem inappropriate. **Only one business per booth is allowed.**

Name of Business:

Please list all products or services you will be exhibiting:

For more information please contact:

**Tairi Grace
Grace Holistic Center for Education
210 Beaver St. Yorkville, IL 60560
tairigracelcsw@att.net
630-881-1095**

Food Vendor / Exhibitor Contact Information

Name of Business: _____

Contact Name: _____

Address: _____ **City:** _____ **State:** _____

Zip: _____

Day phone number: _____ **Work phone number:** _____

Fax number: _____ **Cell phone:** _____

E-mail: _____

FEIN Number or IL Business tax number: _____

Method of payment (Checks or credit cards accepted)

Check #: _____

Credit Card Info: Visa Mastercard Discover

Name of Card Holder: _____

Card number: _____ - _____ - _____ - _____ **Expiration Date:** _____

Security Code: _____

We the undersigned, do hereby submit this application and contract for food vendor / exhibitor space as indicated here for our use at the 6th Annual MFF on Sat. July 21, 2018 from 11am to 6pm. This application for exhibit space, the confirmation of space assignment from the United City of Yorkville, and the full payment of charges constitute a contract for the right to use space assigned. We have read and agree to comply with the Food Vendor / Exhibitor Rules and Regulations rental terms.

Signature: _____

Print Name: _____

Date: _____

Make Checks payable to: GHCFE

Returned signed applications, certificate of liability insurance and full payment to:

Tairi Grace

Grace Holistic Center for Education

210 Beaver St. Yorkville, IL 60560

Emailed applications are accepted with Credit Card payment provided

Email: info@metaphysicallyfitfest.com

Paypal payments accepted: [PayPal.ME/GHCFE](https://www.paypal.com/US/mec/ghcfe)

*Applications submitted without the completed insurance payment will **NOT** be accepted.

Grace Holistic Center for Education is a non-profit 501(c)3. All contributions are tax-deductible.