

# Fall Fest

Village of Monee

## Fall Fest Craft Vendor Form

Monee Educational Center 5145 W. Main Street, Monee, IL 60449

Friday, September 5<sup>th</sup> from 5:30-9pm, Saturday, September 6<sup>th</sup> 11am-7pm, and Sunday, September 7<sup>th</sup> from 1-4pm

### 1. VENDOR INFORMATION

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- The cost of a booth for all **3 days is \$40.00**. Due to our low crafter space fees, we cannot accommodate vendors by prorating the booth fee if you are unable to attend all three days or all the hours of the show. However, you do not need to attend all three days.
- Friday, September 5<sup>th</sup> begins at 10 am. Saturday/Sunday check-in will begin at 8:00 am (no earlier). Directions for set-up and site assignments will be sent with confirmations approximately one week before the Fest
- No vendor has an exclusive on the crafts sold. We will do our best not to place like vendors next to each other. No Guarantees.
- Fall Fest expects participants to carry liability insurance for their own protection. Crafters are not covered under any Village insurance, including workers' compensation, medical, liability, etc.
- **Registration will be taken, and spaces are going to be assigned. We will send out your spot assignment the week prior. We will do our best to place the vendors who have more than 2 spaces in the gym, no guarantees.**
- **Prior registration is mandatory by August 18, 2025. NO DAY OF REGISTRATION!**

### 2. VENDORS EQUIPMENT/SET-UP

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- **Show set-up times will be Friday, September 5th, beginning at 10:00 am. Saturday/Sunday set up will begin at 8:00 am. (No earlier). Directions for set-up and site assignments will be sent with confirmations**
- The approximate booth size is 10' x 10'. **The fee includes the booth space only and does not include tables, chairs, or electricity. Electric is not available; however, the area will be well-lit for evening sales.**
- **The Craft Show will be held INDOORS this year. Crafters may stay open the entire hours of Fall Fest if they wish. We encourage crafters to be open the following hours: Friday, Sept. 5 from 5:30-9:00 pm, Saturday, Sept. 6 from 11:00 am-7:00 pm, and Sunday, Sept. 7 from 1:00-4:00 pm.**
- We reserve the right to deny an applicant.
- **There will be NO RAIN DATE. NO REFUNDS.**
- **NO TENTS ARE ALLOWED INDOORS. If you have a tent, you will be asked to take it back to your vehicle.**
- Vendors are required to bring everything needed to set up their space including tables, chairs, etc. The Village of Monee will **NOT** provide tools, carts, extension cords, etc. It is **highly suggested** that you bring a clean cart to ease transportation of materials to your assigned area, carts will not be provided.
- Vendors must be set up and the area around your space cleaned and ready for the event start.

Thank you! Questions: Please call the Village of Monee Parks and Recreation Department at (708) 534-8302 or email Alison Chin [achin@villageofmonee.org](mailto:achin@villageofmonee.org)

- **If you are selling prepackaged food, you must contact the Will County Health Department and submit your application. Please see the attached application; this must be completed prior to the event, or you will not be permitted.**
- **There is no access to electricity.**
- Crafters retain all proceeds from sales and are responsible for collecting and reporting any/all sales tax.
- Local Law enforcement and Fest staff will be available throughout the day and evening; however, they are not responsible for watching or policing your booth. Displays left unattended or left out overnight are done so at the participant's own risk.

### 3. PROHIBITED

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Vendors are prohibited from selling food or drink items unless approved in advance. *Restrictions apply.*

- No pets allowed. (Unless it is a service animal)
- No hanging, taping, writing, etc. on walls or bleachers.
- **Vendors may not conduct any raffles etc., without a Village Raffle Permit**
- **No Crafter may give away, distribute or sell any food, beverages or water. If you have food samplings (i.e. dips, salsa) please call the Will County Board of Health for a food vendor application and more information.**

The Village of Monee reserves the right to inspect and prohibit any items that may be inappropriate for sale.

### 4. TEARDOWN/CLEAN UP

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If a participant wishes to leave early, Fall Fest Staff or Volunteers will NOT be responsible for items in your booth if left unattended, or help you take items to your vehicle.

All trash and unsold items within the vendor space must be packed up and removed. All garbage left un-bagged in booth will be subject to loss of space cancellation at future Village events. Any items left behind that are not claimed and picked up by Monday following the event will be disposed of.

### 5. VENDOR PARKING

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**STREET CLOSURES:** Court Street is closed all weekend long. Follow detour signs. **SATURDAY** is the parade, and the streets around the area will be closed starting at 11 AM. We suggest arriving early!! Parking will be an issue, and you may have to park in remote lots that we have bus service for.

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## Fall Fest Craft Vendor Application

Business Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City, Zip \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Exhibit Space: 10'x10' - # of exhibit spaces needed \_\_\_\_\_ \$40.00each= \_\_\_\_\_ Total\$ \_\_\_\_\_

Description of items at expo (check all that apply):

- |   |   |                                       |                                  |                                  |
|---|---|---------------------------------------|----------------------------------|----------------------------------|
| <input type="checkbox"/> Candles          | <input type="checkbox"/> Clothing       | <input type="checkbox"/> Leather      | <input type="checkbox"/> Wood    | <input type="checkbox"/> Glass   |
| <input type="checkbox"/> Toys/Dolls       | <input type="checkbox"/> Outdoor Living | <input type="checkbox"/> Furniture    | <input type="checkbox"/> Metal   | <input type="checkbox"/> Jewelry |
| <input type="checkbox"/> Art              | <input type="checkbox"/> Floral/Silk    | <input type="checkbox"/> Soaps/Scents | <input type="checkbox"/> Wreaths | <input type="checkbox"/> Textile |
| <input type="checkbox"/> Ceramics/Pottery |   | <input type="checkbox"/> Other        |                                  |                                  |

Other: Please describe:

\_\_\_\_\_

Payment and cancellation Information: Check or Money Order payable to the Village of Monee must be received by

August 18, 2025. THERE WILL BE NO REFUNDS of booth space fees for any reason.

### Waiver and Acceptance Information (Signature Required)

I/We agree to assume all risk associated with participating in this festival, including but not limited to, falls, the effects of weather and any other loss, cost or damage. Having read this release and in consideration of the acceptance of my entry fee, agree to waive, release and hold harmless, the Fall Fest, The Village of Monee, and any other sponsor, all other workers, and volunteers from any and all claims, liabilities, demands, damage, loss, cost, and expense, of any kind arising out of my participation in this event. I am fully insured for any situations that may occur. I agree to allow the Village of Monee to post pictures/video of the event which may include pictures of me, anyone in my booth, my booth or that of my merchandise in any/all publications.

I/We have read and agree to the waiver information above and will abide by the rules and regulations for the 2025 Fall Fest Craft Show.

Signature(s) \_\_\_\_\_

Date \_\_\_\_\_

Email or Mail Completed Application: 25711 S Egyptian Trail, Monee, IL 60449 att. Monee Fall Fest  
For questions/further info: Alison Chin, [achin@villageofmonee.org](mailto:achin@villageofmonee.org), call (708) 534-8302

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