



Dear 2018 Montgomery Fest Participant,

This year's fest will take place August 10, 5:00 P.M. – 10:00 P.M., and August 11 & 12, 10:00 A.M. – 10:00 P.M. Participants are not required to attend all days.

Booth Specifications/Definitions

- Location:** **Montgomery Park on N. River St. (enter at Taylor Street)**
- Space size:** **10' X 10'** (no tables, chairs or canopies will be provided)
- Crafter:** Includes the selling of goods that are **made by hand by the crafter**. This does not include the resale of merchandise purchased from some other source.
- Business:** Includes the resale of manufactured goods or services provided to the community for profit. ***Handing out food samples requires a Kane County Health Dept Food Handling Permit**
- Non-Profit:** Includes not for profit organizations, schools, religious organizations, and associated affiliates of any of the aforementioned, as well as organizations that serve the community in a non-for profit manner.

Set Up Procedures

Volunteers & Courtesy Carts available Friday & Saturday during set-up times only

- SET UP TIMES:** Thursday 4:00 P.M. to 7:00 P.M. (NO courtesy carts)
Friday 12:00 P.M. to 4:00 P.M.
Saturday 7:00 A.M. to 9:00 A.M.
- Check in is located on River St. at Taylor St., and begins promptly at the designated times. You will need to check in to get your booth number and location. If arriving outside of designated set-up times, stop by the Village of Montgomery booth for your booth number.
 - Please note:** River St. will be closed at Mill St. You will need to take Pearl St. and follow it around to Taylor St. to get to the check-in and loading/unloading zone.
 - After check-in, please follow signs and volunteers to loading/unloading zone.
 - Do Not leave vehicles **PARKED** in the check-in or loading /unloading zone. Failure to move vehicle may result in towing at owner's expense.
- Limited Parking is available in the lot on Taylor St. (See map on back)
- There should be no more than six (6) people stationed at any booth. Any handouts or soliciting may only be done directly in front of your booth. **Walkways must remain clear.**

Breakdown Procedures

Participants may break down and leave at any time during the fest.

Volunteers & Courtesy Carts are only available Sunday 4:00-6:00 P.M. for breakdown.

- On Sunday**, volunteers will assist in transporting your supplies to the loading area (not parking lot) via courtesy cart.
- For more efficient service, a specific courtesy cart will be assigned to each area.
- Booths must be broken down & items packed before a courtesy cart will be made available.
- In order to provide the best service to all participants, courtesy carts will be limited to 2 trips for each participant.

Please note: Fest closes at 10:00 p.m. Electric will be shut off and all booths must be broken down at this time.

If you have any questions, please call Renee at 630-896-8080 ext. 9034. Thank you,

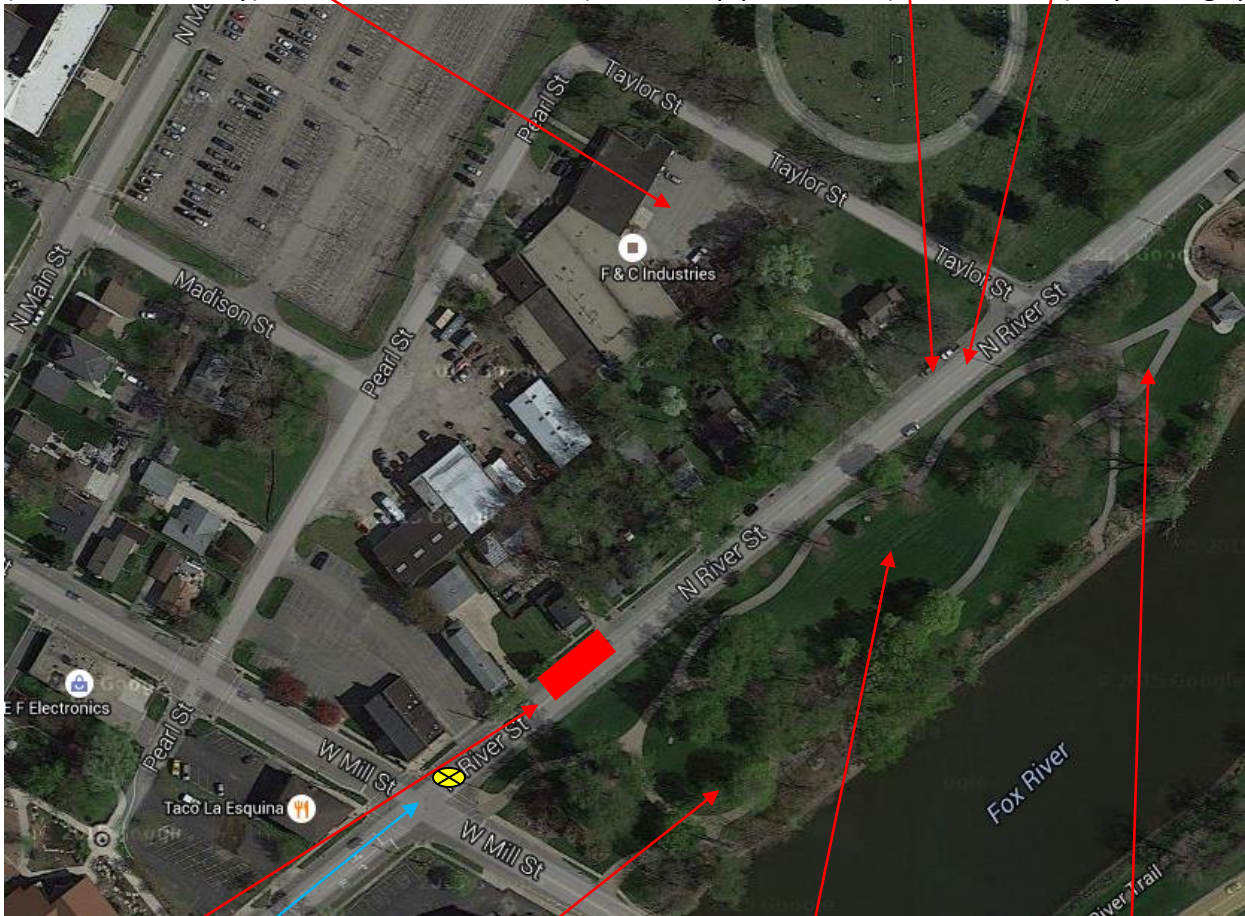
Trustee Theresa Sperling
Chairperson, Crafter and Business Booths

Instructions may be subject to change.

Crafter/Business Booth Parking Lot
(limited availability)

Crafter/Business Booth Check-In
(See Set-Up procedures)

Loading/Unloading area
(only during specified times)



Stage

Food Vendor area

Crafter/Business Booth area

Carnival

River Street Closed between Mill and Taylor – NO PARKING ON RIVER ST

Crafter/Business participants must take Pearl to Taylor for check-in, loading and unloading during set-up/breakdown times. You may park in lot off of Taylor if space is available.

SET UP TIMES: Thursday 4:00 P.M. to 7:00 P.M. (NO courtesy carts)

Friday 12:00 P.M. to 4:00 P.M.

Saturday 7:00 A.M. to 9:00 A.M.

BREAKDOWN TIMES: **Volunteers & Courtesy Carts available Sunday 4:00-6:00 P.M.**

Do not leave vehicles parked during loading and unloading.

Fest closes at 10:00 p.m. Electric will be shut off and all booths must be broken down at this time.

MONTGOMERY FEST 2018 APPLICATION FOR BOOTH SPACE

Due to limited space, applications are reviewed on a first come, first served basis.

APPLICATION DEADLINE: 7/20/18

Read and Initial... I understand the following:

- APPLICATION FEES ARE NON-REFUNDABLE
- NO RAIN DATE
- ANYTHING** left on site is at my own risk, Village of Montgomery assumes no responsibility.
- Tents, tables, chairs, etc. are not provided.
- No vehicles are allowed on grass or marked off areas.
- I will have LIMITED access on River St. while loading and unloading my belongings.
- My vehicle cannot remain parked on River St. after loading or unloading.
- I will follow the directions of all Fest Staff/Volunteers while loading and unloading.
- No assistance will be provided in the set-up or breakdown of booths.
- Fest Staff/Volunteers are strictly prohibited from handling my belongings, including tent, table, chairs, etc.
- I am responsible for the loading and unloading of my belongings while using the courtesy carts.
- Booths will be inspected randomly to ensure proper fees are paid. If booth is found non-compliant, owner will be required to pay the correct amount in cash immediately or vacate the premises. NO REFUNDS!
- No food to be sold for immediate consumption.
- No games can be played for money at booths.
- No generators are allowed at any of the booths.
- If I request and pay for electric at my booth, I must supply my own cord.
- No signage is allowed outside of booth space.
- No sale of live animals.
- All raffles must be approved by the Village of Montgomery prior to the fest and will require a raffle license & bond.
- I am responsible for the actions of my volunteers and ensure they will adhere to the rules.
- Failure to comply with the rules may result in immediate removal-no refunds, and/or the exclusion from future fests.
- A \$15.00 late fee applies after application deadline, if space is still available.**

CRAFTER: \$50.00 BUSINESS: \$150.00 NON-PROFIT: No Charge LATE FEE: \$15.00

ELECTRIC (\$30) YES / NO (Limited Availability-apply early. No cords provided)

NEW PARTICIPANT: YES (must include Photo) / NO BUSINESS CARD ATTACHED: YES / NO

Location preference—circle one: Grass or Street (not guaranteed)

Name: _____ Phone: _____

Business Name: _____

Address _____ City _____ St _____ Zip _____

Website Address: _____

Description of Booth _____

Email address _____

CONFIRMATION LETTERS WILL BE MAILED

I understand that the role of the Montgomery Fest Committee is one of providing booth spaces. I will not hold them responsible for any loss or damage to my property, including any damage that may occur while using courtesy carts to transport items. The Village of Montgomery retains the right to screen all merchandise, dismiss any participant, and prohibit participants from future fests.

Signed _____ Date ____/____/2018 Amount Enclosed \$ _____

Complete and return this entire form with your payment, payable to: Montgomery Fest

Mail to: Montgomery Fest Booth Application * 200 N River St * Montgomery, IL 60538