

Rend Lake Water Festival Booth Application

Saturday, May 5, 2018

Capitol Park off the Benton Public Square – Benton, IL 62812

Information/Activity/Craft booths open 11:30am – Dusk

FEES AND BOOTH SPACE SIZES

Information (no selling) booth 10'x10': \$10 Craft/Vendor Booth 10'x10': \$20

Booth registration deadline is **May 1, 2018**.

GENERAL INFORMATION

- Booths will be located outside, on the concrete parking lot at Capitol Park. This is adjacent to the Benton Public Square. Electricity is not available. Earliest postmarked & paid registration will receive preferred location. Generators / portable power supplies must be approved prior to event.
- The Rend Lake Water Festival Parade will be going on between 10 and noon. Be prepared for pedestrian traffic in the festival area prior to the parade.
- All tables, chairs, electrical cords, and protective coverings, must be furnished by the exhibitor. If you are bringing a tent, it needs to be secured to the ground/weighted in case of wind. If providing your own electricity (generators) **Electrical cords must be secured.** Due to noise, generators must be approved by festival organizers.
- The Chamber has the right to reject any and all objectionable items. No pets are allowed in booth areas. No projectile items of any kind may be sold. All Crafts must be new, flea market items are **not** allowed!
- Convenient off-site parking is available for vendors. We will try to have an even split of vendor/craft booths and limit duplicates. Sales tax and income tax reporting are the exhibitor's responsibility.
- Information booths are required to provide a child/family friendly activity
- The Rend Lake Water Festival is a rain or shine event.

LIABILITY & PROOF OF INSURANCE

The Benton – West City Area Chamber of Commerce accepts no responsibility of liability for loss of property, accidental damage, theft, or vandalism. Organizations sponsoring rides, hands-on activities, or demonstrations will have to provide a certificate of insurance of \$1,000,000 and have "Benton – West City Area Chamber of Commerce" and "City of Benton" listed as **Additional Insureds** and **Certificate Holders**. If needed, please see template letter on page 3.

EVENT CHECK IN

Upon arrival, check in with a member of the Rend Lake Water Festival Event Staff. They will be wearing an Orange t-shirt and will be located in the setup area.

SET UP & TEAR DOWN TIMES

Beginning set up time: 7am on Saturday. You have a 30 minute unloading time limit along Church Street. Vehicles must be removed within allotted time; the square, West Main St, and parts of North Main St. will be closing by 9am for the Rend Lake Water Festival Parade. They will open back up around noon. Tear down can begin at dusk, all booths need to be torn down by 9pm. NO vehicles are allowed in the festival area during teardown. Each exhibitor is responsible for, setting up, attending to, and cleaning up their own exhibit. **You are responsible for unloading and loading your vehicles and booths.**

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Booth Registration Form

Deadline: May 1, 2018

BUSINESS NAME _____

NAME _____

MAILING ADDRESS _____

PHONE NUMBER _____

EMAIL ADDRESS _____

TYPE OF BOOTH (circle type) Information Craft Direct Sales/Vendor

TYPE OF CRAFT/PRODUCTS _____

Informational Booths must provide a kid friendly activity, please describe above.

NUMBER OF BOOTH SPACES _____

Total PAID _____

SIGNATURE _____

My Signature is my agreement to all information on Page 1 of 2
SORRY, NO REFUNDS ALLOWED! Booths prices are not guaranteed for next year.

RETURN THIS FORM AND PAYMENT TO:
Benton / West City Area Chamber of Commerce
211 North Main - PO Box 574, Benton IL 62812

The Rend Lake Water Festival is rain or shine.
Event sponsored by the Benton / West City Area Chamber of Commerce
Questions? Please call 618-438-2121 or info@BentonWestCityChamber.com

PROMOTION

Facebook: <https://www.facebook.com/events/138771270151958/>
Website: <http://www.bentonwestcitychamber.com/rend-lake-water-festival.html>

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Dear Insurance Provider,

Your client, _____, has registered for the 2018 Rend Lake Water Festival. We are thrilled to have them involved in this year's event, but will need a certificate of insurance from you to complete their application. We ask for a **1,000,000** in coverage and the following wording:

In the Description:

Certificate holder listed as additional insured. Rend Lake Water Festival on May 5, 2018 at Capitol Park Benton, IL (Off the Benton Public Square)

Certificate Holder must include: (Separate Certificates for each organization listed)

Benton / West City Area Chamber of Commerce
211 North Main
Benton, IL 62812

City of Benton
1403 South Main
Benton, IL 62812

For questions regarding our insurance needs, please contact the chamber directly at 618-438-2121 or info@BentonWestCityChamber.com.

Sincerely,
2018 Rend Lake Water Festival Planning Committee