

# Join us for Homewood's favorite fall time festival!



August 11, 2011

Dear Vendor:

The Community Relations Commission is now accepting applications for vendors to participate in Homewood's Fall Fest and Chili Cook-Off scheduled for Saturday, September 17 from 11:00 AM to 10:00 PM on Hickory in downtown Homewood.

The event features live entertainment, horse-drawn carriage rides, a pumpkin patch and pumpkin painting, petting zoo and pony rides, contemporary craft vendors, annual chili cook-off, bean bag tourney, outdoor movie, and fabulous foods! Approximately 3,500 members of the Homewood-Flossmoor community attend Fall Fest and the annual Chili Cook-Off throughout the day.

Being at Fall Fest provides a unique opportunity for your business to engage with residents in a way traditional marketing cannot provide: face-to-face.

To become a vendor or sponsor, please complete and submit the Vendor/Sponsor Agreement (enclosed).

**The deadline to participate as a vendor or sponsor is September 2.**

If you have any questions, please contact me directly.

Sincerely,

Rachael C. Jones, *Public Relations/Special Events Manager*  
Main: 708.206.3375 | Fax: 708.206.3496  
E-mail: [rcjones@homesweethomewood.com](mailto:rcjones@homesweethomewood.com)

# HOMEWOOD'S FALL FEST

## SEPTEMBER 17, 2011

# 2011 VENDOR Application

Application Deadline : September 2, 2011

### I. EVENT OVERVIEW

Fall Fest is Homewood's favorite autumn festival. This event embodies Homewood's close-knit way of life as residents gather for food, shopping, live music, games, and family-friendly activities. Fall Fest is a great opportunity for local businesses to showcase their name and offerings to the community they serve. Estimated attendance is 3,500 throughout the day. All applications are reviewed by the Community Relations Commission and/or Event Management, who reserve the right to refuse vendor applications to ensure and maintain the vision and objective of the event.

### II. APPLICATION INSTRUCTIONS

Please complete and submit two-page application, along additional documents listed below by September 2. Application and corresponding documents may be faxed to (708) 206-3496, or mailed/dropped-off at the Village of Homewood located at 2020 Chestnut Road, Homewood, Illinois 60430.

- Enclose total fee made payable to *Village of Homewood* (see pricing listed below)
- Sign, date, and complete the entire application
- Include a copy of Retailers Occupational Tax Certificate
- Include Certificate of Liability Insurance from insurance provider, naming "*the Village of Homewood, its elected and appointed officials, and employees as additionally insured for Fall Fest 2011.*"

### III. VENDOR TYPE SELECTION

Selection ☒

	<b>Food Service (no alcohol): \$200 for a 10x15 space</b> <i>(covered stall not included – vendor must have a 10x10 tent - tables, and chairs not included). An eating area, consisting of table and chairs will be established in between each vendor to provide adequate seating.</i>
	<b>Food Service (w/alcohol): \$300.00 for a 10x15 space</b> <i>(covered stall not included – vendor must have a 10x10 tent - tables, and chairs not included. Electricity is provided for the beer truck). An eating area, consisting of table and chairs will be established in between each vendor to provide adequate seating.</i>
	<b>Craft/Retail Vendor: \$100.00 for a 10x15 space</b> <i>(covered stall not included – vendor must have a 10x10 tent - tables, and chairs not included).</i>
	<b>Electrical Service: \$25.00 for up to 2 – 110v Outlets (20 amp service).</b> <i>The Street will be adequately lit during the evening hours; however, outdoor string lighting is encouraged for vendors to maximize lighting within booth space.</i>

### IV. CONTACT INFORMATION (Please Print)

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

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

Business Address: \_\_\_\_\_

Business Telephone/Fax: \_\_\_\_\_

E-mail Address (primary method of communication): \_\_\_\_\_

I am a (n): (please circle)      Individual      Family      LLC      Partnership      Corporation      Other

- V. **VENDOR OFFERING:** List and briefly describe each main food item you propose to sell and side items. Event Management requests that vendors offer no more than four main items and four sides. Event Management intends to evaluate vendor offerings to ensure minimal repetition.

Main Items:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Side Items:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

VI. **HOLD HARMLESS AGREEMENT**

(Insert business name) \_\_\_\_\_ agrees that it shall hold the Village of Homewood and its elected and appointed officials and employees harmless from any and all claims, suits, damages, or loss of use resulting from any act or omission to act by the Village of Homewood, its officers, employees, or agents arising out of or in the course of the operation of Homewood's "Fall Fest and Chili Cook-Off" on Saturday, September 17, 2011 from 11:00 AM to 10:00 PM.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Date

WITNESS:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

