



Litchfield Chamber of Commerce

Party in the Park

July 16 – 17, 2010

Exhibitor Information

FEES: Non-food booths: before July 7th, \$40.00, After July 7th, \$60.00.

Food booths in the park: before July 7th, \$80.00, After July 7th, \$95.00.

Trailers or food booths on the street: before July 7th, \$130.00, After July 7th, \$145.00.

RESTRICTIONS: Trailers must include their width (including any awning or eating spaces) and their length (including tongue). All other booths receive a 12' x 12' space. If more space is needed to accommodate an awning, larger tent or food preparation area, you must reserve more than one space.

Absolutely no one to sell or give away stuffed animals or carnival merchandise (novelties). No snap-n-pops (impact explosives), silly (party) string, hair dye, squirt guns, or KNIVES for sale or giveaway are allowed. Food items NOT allowed to be sold are: corn dogs (Pronto Pups), cotton candy, funnel cakes, sno-cones (flavored ice), and pretzels.

HOURS: Booths will be open and ready for business by noon Friday. Booths may close at dusk or by 11:00 p.m. Booths will open at 9:00 a.m. on Saturday and close at approximately 11:00 p.m. Booths may NOT be torn down and moved off premises until after the close of the last stage performance. Booths can be setup on Thursday night after 6:00 p.m.

EXHIBITOR RESPONSIBILITY: Each exhibitor is responsible for furnishing their own tables, displays, fixtures, lights, and etc. Only one electrical plug is furnished per booth. Please bring your own adapters and extension cords which must be at least 14 gage. Exhibitors are responsible for cleaning their own booth area, both during and at the close of the celebration. **EXHIBITOR IS RESPONSIBLE FOR THEIR OWN GREASE DISPOSAL. NO GREASE ALLOWED IN TRASH CANS OR DUMPSTERS.**

CERTIFICATE OF INSURANCE: The Chamber requests that you furnish a Certificate of Insurance. The Chamber shall not be held responsible for any product or equipment of the exhibitor.

RIGHT OF CLOSURE: The Chamber of Commerce reserves the right to close any booth or trailer offering any item for sale or display deemed questionable, illegal, immoral or objectionable to the Party in the Park Committee.

Reservation form must be filled out in full or they will be returned. Fees **MUST** accompany the reservation form, **No refunds after July 7th.**

Keep this information form for your reference. Mail Exhibitor Contract and fee to: Litchfield Chamber of Commerce, P.O. Box 334, Litchfield, IL 62056.



**Litchfield Chamber of Commerce
Party in the Park
July 16 – 17, 2010**

Exhibitor Contract

Non Food Booths	Food Booths in the Park	Food Booths and/or Trailers on the Street
Number of 12'x12' spaces	Number of 12'x12' spaces	Width _____ Length _____
Before July 7 th \$40 _____	Before July 7 th \$80 _____	Before July 7 th \$130 _____
After July 7 th \$60 _____	After July 7 th \$95 _____	After July 7 th \$145 _____
Electric Fee \$20 _____	Electric Fee \$35 _____	Electric Fee \$35 _____
TOTAL \$ _____	TOTAL \$ _____	TOTAL \$ _____

***Absolutely no one to sell or give away stuffed animals or carnival merchandise (novelties). No snap-n-pops (impact explosives), silly (party) string, hair dye, squirt guns, or KNIVES for sale or giveaway are allowed. Food items NOT allowed to be sold are: corn dogs(Pronto Pups), cotton candy, funnel cakes, sno-cones (flavored ice), and pretzels. NOTICE: ALL OPEN BARBECUE COOKERS MUST BE CONTAINED IN A DESIGNED SPACE ROPED OFF FOR THAT PURPOSE AND MUST HAVE SOMEONE IN ATTENDANCE AT ALL TIMES DURING COOKING!**

TRAILERS MUST SPECIFY: WIDTH (including awnings) _____ Length(including tongue) _____.

IF YOU HAVE MORE THAN A 12'X12' FOOT AWNING, TENT, OR BOOTH, YOU MUST RESERVE MORE THAN ONE SPACE.

ELECTRIC REQUIREMENTS: _____ 110 _____ 220

EACH ELECTRICAL APPLIANCE MUST BE LISTED.

- | | |
|-----------|-----------|
| 1. _____. | 4. _____. |
| 2. _____. | 5. _____. |
| 3. _____. | 6. _____. |

***Only one electric outlet per booth or trailer. Exhibitors must supply own adapters and extension cords UL approved.**

Description of exhibit items (all food items must be listed: Exhibitor is responsible for their own grease disposal.) ALL Food Booths and Trailer must have a Montgomery County Health Department permit (217-532-2001).

PLEASE READ CAREFULLY: The Litchfield Chamber of Commerce reserves the right to limit sale or display of any or all items deemed questionable, illegal, immoral, or considered objectionable by the Litchfield Chamber of Commerce. The Litchfield Chamber of Commerce reserves the right to close any exhibit or food booth offering such items for sale either to the public or privately on the grounds, or for any reason deemed to be in non-compliance with the accepted standards of the Party in the Park Committee.

CERTIFICATE OF INSURANCE: The Litchfield Chamber of Commerce requests that you furnish a certificate of liability insurance. If none can be furnished, the Litchfield Chamber of Commerce shall not be responsible or held liable in any way for any product or equipment of exhibitor.

NAME OF EXHIBITOR: _____

ADDRESS: _____

PHONE: (____) _____

NO REFUNDS AFTER JULY 7TH.

SIGNATURE OF EXHIBITOR: _____ **DATE:** _____