**8th Annual**

**“Heavenly Chocolate Fest”**

**(And all things sweet)**

**March 24 31, 2018 10:00am – 3:00pm**

**The Congregational Church of Algonquin algonquinucc.org**

**109 Washington St. Algonquin, IL 60102 847-658-5308**

**Vendor Agreement**

**Dear Vendors,**

 **This very popular and growing event will allow you to showcase your business in many ways!**

* **Before we get into the details, we sold out of every space last year! We urge you to send in your applications as soon as possible. We will rent space on a first come basis!**
* **We will be sending press releases to the Northwest Herald, Daily Herald, Algonquin Patch, local businesses, our church website, Downtown Algonquin Partnership email, Downtown Algonquin Community sign, Facebook, Craigslist, Fest.com and other mailings.**
* **We will be handing out a brochure to all customers the day of the event with each business being highlighted.**
* **Set up time will be available Friday March 23rd from 6:00pm – 8:00pm or Saturday morning before the event from 7:00am -9:00am.**
* **Cost is only $55.00 per booth which includes 1 front table. Additional tables and electric available. See below for pricing.**
* **NEW this year, our lower level will be open to non-chocolate related businesses for a reduced rate! Please see the pricing below.**
* ***We ask for a donation of your product or gift certificate to be included in a drawing for attendees.***
* **What a great way to let the community know about your delicious business!**

**Deadline Saturday March 10, 2018!**

**Late registration additional $10 - please call for availability**

***Health Department Requirements:***

1. **All samples must be wrapped individually and sealed. This may be as simple as saran wrap or**

**zip bag.**

**2. All products for sale must be wrapped or displayed under protective shield.**

**3. The Health Department will be inspecting before the show opens.**

**4. You are required to have a Food Health Permit from your county of business if you will be making**

 **food on the premises.**

**5. For questions please call Michelle Tarosas 847-909-7722.**

**Please complete the information below and return**

**Name of Business: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Items you will be selling (general description) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**Business Web Site:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Main Floor is reserved for vendors who are selling edible items only. However, the church reserves the right to allow nonedible vendors on the main floor.***

**1 Booth space *main floor* includes 1-6ft. table.………………………………………..….…….......$55.00 = \_\_\_\_\_\_\_\_\_\_**

**1 additional Front 6 ft. table *main floor* (for a total of 12ft. front selling area) Addl…$55.00= \_\_\_\_\_\_\_\_\_\_**

**1 Booth space *Lower Level* includes 1-6ft. table.………………………………………..….….......$50.00 = \_\_\_\_\_\_\_\_\_\_**

**1 additional Front 6 ft. table *Lower Level* (for a total of 12ft. front selling area) Addl.$50.00= \_\_\_\_\_\_\_\_\_\_**

**1 Rear table 6 ft. for organizing your extra products………………………….……………..……..$10.00 = \_\_\_\_\_\_\_\_\_\_**

**1 additional rear table (only allowed if two front tables are purchased)…………………..$10.00 = \_\_\_\_\_\_\_\_\_\_**

 **(Rear storage tables may not be used for front or side sales)**

 **(You may bring your own rear tables at no charge)**

 **Electricity Needed?........Yes\_\_\_\_\_ No\_\_\_\_\_...............................................................$10.00 = \_\_\_\_\_\_\_\_\_\_**

 **Late fee after March 10th …………………..$10.00 = \_\_\_\_\_\_\_\_\_\_**

 **TOTAL Due = \_\_\_\_\_\_\_\_\_\_**

**Must be received by March 10th**

**Please mail to…Congregational Church of Algonquin**

**109 Washington Street**

**Algonquin, IL 60102**

**I hereby release the Congregational Church of Algonquin, their employees, and volunteers from any loss due to theft, fire, flood, or any other event including injury, creating loss of earnings, product, merchandise, or supply/display merchandise belonging to me. I take full responsibility for all persons in my booth. I understand and agree with these terms and conditions including but not limited to the following:**

1. **I am responsible for setting up my booth between 6:00pm and 8:00pm on Friday March 23rd or**

**Saturday March 24th from 7:00am – 9:00am. Saturday set-up MUST be completed by 9:00am!**

**2. An authorized representative or myself will run my booth at all times.**

**3. I understand that I am responsible for taking down my booth on Saturday March 24th and not**

 **before 3:00pm.**

**4. I understand that there is no promise or guarantee of sales success.**

**5. I understand that in the event that I must withdraw from the Chocolate Fest, my booth**

 **fee is non-refundable.**

**6*. I understand that I will donate a product or a gift certificate for the drawing.***

**7. I agree that photos taken at the Chocolate Fest may or may not include me and/or my booth, and**

 **may be used for advertising or other purposes with no compensation to me.**

**8. I agree to follow any Health Department requirements.**

**9. The Church reserves the right to refuse any vendors whom they feel do not reflect the Fest’s**

 **interests.**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**