



10th Annual "Heavenly Chocolate Fest" (And all things sweet)

April 4, 2020 10:00am – 3:00pm

The Congregational Church of Algonquin algonquinucc.org
109 Washington St. Algonquin, IL 60102 847-658-5308
Vendor Agreement

Dear Vendors,

- 🍪 We will be sending press releases to the Northwest Herald, Daily Herald, Algonquin Patch, local businesses, our church website, Downtown Algonquin Partnership email, Facebook, Craigslist, Fest.com and other mailings.
- 🍪 We will be handing out a brochure to all customers the day of the event highlighting each participating business.
- 🍪 We will be highlighting the Chocolate Fest and your business on social media. Please send logos and any special wording to cope.sallyann@gmail.com.
- 🍪 Set up time will be available Friday April 3rd from 6:00pm - 8:00pm or Saturday April 4th the morning before the event from 7:00am - 9:00am.
- 🍪 **We ask for a donation of your product or gift certificate to be included in a drawing for attendees.**

Deadline March 28, 2020!

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. If you have a store front please bring a copy of your health inspection from your county to the show.
5. If your product is made and packaged for you, please bring a receipt of the purchased products.
6. If you are a home business that is not inspected, the McHenry County Health Department has allowed you to attend with certain requirements, please call Michelle Tarosas for the details.
7. The Health Department will be calling you several days before the event to confirm the above information.
8. For any questions please call Michelle Tarosas 847-909-7722.

Please keep this page as a reminder of the details of the Fest!

Please complete the information below and return

Name of Business: _____

Contact Name: _____ Contact Phone #: _____

Email Address: _____

Items you will be selling (general description) _____

Business Address: _____ I will set up Friday from 6-8pm Y or N

Business Web Site: _____ I will set up Saturday before 9am Y or N

1 Booth space includes 1-6ft. table.....\$55.00 = _____

1 additional Front 6 ft. table (for a total of 12ft. front selling area)..... Addl...\$55.00 = _____

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 28th\$10.00 = _____

TOTAL Due = _____

Must be received by March 28th

Please make your check out to the church and mail it along with your registration form 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 on Friday April 3rd between 6:00pm - 8:00pm or Saturday April 4th 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 April 4th 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: _____