



Saturday, September 28th, 2024 12-6pm at Rule Park

Thank you for your interest in the Wildwood Park District (WPD) 4th Annual Harvest Fest event. The vendor portion of Harvest Fest runs from 12:00pm until 6:00pm and the main event ends at 6:00pm. Below are details and information needed to apply for a vendor booth.

Booth Information

- Booth spaces are 10x10 and the cost of each booth is **\$50.00**. Vendors are responsible for providing their own tent, signage, chairs, and a 6-8 foot (max) table. The WPD can provide a 6-8 ft. table and 2 folding chairs for an **additional \$10 flat fee**.
- We will have three vendor arrival/material drop-off times (10am, 10:15am, and 10:30am). You will be informed of your arrival time after you are approved and get your booth #. Please pull into the WPD Rule Park main entrance 33325 N. Sears Blvd. and check-in with the staff member/volunteer, who will direct you to your space. To prevent a traffic jam, we ask that you unload your items at booth and **do not set up** until you have exited the Park and return to the main entrance, where you will be guided to park your vehicle on the grassy area to the left of entrance. You will be expected to break down your booth at closing time; early exits are not permitted.
- **Electricity will not be provided.**

Vendor Application and Fees

- Applications can be downloaded [here](#). Completed applications can be emailed to info@wildwoodparkdistrict.com, mailed or dropped off to the WPD office (33325 N. Sears Blvd., Wildwood, IL 60030), or faxed to 847.223.2820. Applications are accepted on a first come, first serve basis and will be date and time stamped. Vendors will choose their desired booth spot (please see attached map) based on a first come, first served basis. We will do our best to accommodate your booth space selections, however, spaces are subject to change at the discretion of the WPD. Duplicate vendors are not allowed, with the exception of accessories, jewelry, garden, produce, and/or floral. You will be notified by email once your application is approved/denied. Booth fees are then due upon approval. ***Please do not pay the vendor fee until you have been notified via email that your application has been approved***.
- Once you are notified that your vendor application has been approved, the \$50 booth registration fee can be paid [online here](#) (you will be required to create an account), **over the phone** by calling the WPD office at 847.223.7275, or **via check** made payable to 'Wildwood Park District' and mailed or dropped off at 33325 N. Sears Blvd. Wildwood, IL 60030, Attn: Front Desk. Please put 'Harvest Fest 2024' on the check memo line. If you would like to rent a table and two chairs for your booth, [online payments can be made here](#) (separate link from booth registration fee), or included with your over-the-phone or check payment. Vendor fees and applications **must be received by Friday, August 2, 2024**. All requests for refunds must be in writing or emailed to: info@wildwoodparkdistrict.com. *No refunds will be made after August 2nd* and a \$25 convenience fee will be deducted from your payment.

VENDOR POLICIES

- 1.** Vendor opportunities are extended to any local, national, or international business, non-profit agency, and government agency that have or wish to have a presence at the Wildwood Park District Harvest Fest event. Subject to the Wildwood Park District's terms for accepting vendors, applications will be accepted on a first-come first-served basis.
- 2.** Vendor opportunities will not be extended to any organization whose mission or goal is in conflict with the Wildwood Park District's mission statement. The Wildwood Park District mission is to serve our community by providing enriching and affordable recreational programs, events, and facilities that promote community building, and health and wellness. The Wildwood Park District also protects our natural resources, parks, and lakes through conservation and preservation initiatives. The safety of our residents, visitors, employees, parks, and facilities is our top priority, and the Wildwood Park District minimizes risks through our Park Safety Staff, comprehensive safety efforts, and partnerships with local law enforcement agencies.
- 3.** The Wildwood Park District reserves the right to refuse any vendors from organizations or companies that offer competing programs and/or facilities.
- 4.** The Wildwood Park District is a municipal corporation created by state authority and authorized by referendum for the purpose of acquiring, maintaining, and operating parks and recreation activities and as such does not support any one political party or viewpoint. Therefore, the Wildwood Park District will not accept political advertising of any kind.
- 5.** Vendors are liable for all content of advertisements (including copy, representation, and illustrations) and shall indemnify and hold harmless the Wildwood Park District without limitation against, for any and all claims, made thereof against losses sustained by the Wildwood Park District, its commissioners, volunteers, or employees.
- 6.** The Wildwood Park District shall not be responsible for any damages caused by, but not limited to, acts of God, fires, strikes, accidents, epidemics, pandemics (including COVID-19), or other occurrences beyond the control of the publisher or the Wildwood Park District.

HARVEST FEST VENDOR APPLICATION
September 28th, 2024

Vendor Information:

Organization/Business Name: _____

Address: _____

Contact Person for Event: _____

Phone Number: _____

Email Address: _____

General Booth Information:

Brief description of items to be displayed/sold: _____

Do you want to rent a 6-8 ft table and 2 chairs for an additional \$10: Yes No

Preferred Booth # (please refer to attached map): Booth # _____

Booth only: \$50 Additional flat fee for 1 table and 2 chairs: \$10

I agree to abide by the rules as outlined in the application letter and understand that all applications are subject to Wildwood Park District's approval.

Vendor Signature: _____

Date: _____



33325 N. Sears Blvd. Wildwood, IL 60030 847.223.7275

Office Use only:

Approved _____ Date _____ Check # _____ Booth # _____