



**Sunday May 23rd**  
**11am to 4pm**  
**Heritage Harbor**

# Kite In Flight Heritage Harbor Ottawa

## Dates & Times:

Vendor booth(s) must be completely set up no later than: **one hour before the Expo starts** and taken down: **no earlier than 15 minutes after the close** of the expo. If you are not open on time, you will forfeit your space for future Artisans on The Water.

Expo Time: 11am – 4pm

Dates: Sunday, May 23rd

**Location:** 111 Harbor View Dr, Ottawa, Illinois 61350

Event Coordinator: Donna Reynolds

815-434-2737 [events@pickusottawail.com](mailto:events@pickusottawail.com)

## PRINT CLEARLY

Date: \_\_\_\_\_

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

Contact Person(s) \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_ Website: \_\_\_\_\_

Facebook/Instagram page (if available) \_\_\_\_\_

**IL Business Tax (IBT) number (attach current copy)** \_\_\_\_\_

*Provide a current copy of your Illinois Retail Sales Tax number certificate OR a copy of your Illinois Department of Revenue's authorization of not-for-profit status annually for our records.*

**HOW DO I GET AN ILLINOIS BUSINESS TAX ID?** You can fill out form REG-1 Business Reg Form, mail and wait 6 weeks. Or you can go online @ <http://www.revenue.state.il.us/Businesses/register.htm> and get your ID in 2 days.

If applicable



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## Security Data

1. Have you ever been convicted of an offense whereby you were required to register as a sex offender?

( ) Yes ( ) No

2. Do you have a valid driver's license? ( ) Yes ( ) No If yes, issue State: \_\_\_\_\_

Driver's License Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

License Plate Number(s) of vehicles at the event site: \_\_\_\_\_

## Booth Information

- Each vendor space is approximately 10" long x 10" deep
- Vendors are permitted to sell item(s)/product(s) from their booth space only.
- Vendor must provide two (2) photographs of their item(s)/product(s).
- Vendors are to provide their own tables, chairs, clap lights and other display items (if so desired).
- Booth spaces are assigned by the Event Coordinator and are assigned in order of receipt of all application paperwork and payment. We reserve the right to designate space assignments based on aesthetics and space considerations.
- No subleasing allowed. If you buy a booth space, only you may occupy and sell from this booth space.
- No decorating of outside the allocated area
- Your payment will be held until application is approved.
- We will let you know fairly quickly if you have been accepted for this Market so you can prepare your inventory.

Items to be sold: \_\_\_\_\_

Check the box of the dates you will be attending. Registration is \$25 per date.

- ☐ Sunday, May 23rd 11am to 4pm | Craft Vendor / \$25 Registration Fee
- ☐ Sunday, May 23rd 11am to 4pm | Food & Beverage Vendor / \$50 Registration Fee

Total Amount Due / Enclosed: \_\_\_\_\_

**Make check payable to: Red Dog Grill**

or pay Online at <https://red-dog-grill.square.site/product/kite-festival-craft-fair/54?cs=true&cst=custom>

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### **Application Deadline & Requirements**

- All applications must be completed in full and received (along with payment and required supporting documentation) **FIVE DAYS BEFORE THE EVENT**. All fields on the application are required, and incomplete applications will not be processed until all information can be obtained from the applicant. Any applications received after the deadline may not be guaranteed a booth space.
- We reserve the right to refuse any vendor applicant we feel does not meet requirements or is not fitting for the good of this event.
- **ALL the items listed below must be received at the following address Five Days Prior to the Event**

Heritage Harbor  
111 Harbor View Dr.  
Ottawa, IL  
61350

- Completed Vendor Application
- Two (2) pictures of item(s)/product(s)
- Copy of your current Illinois Business Tax (IBT) number (Certificate of Business Registration)
- **OR** a copy of your current Illinois Department of Revenue's or Illinois Attorney General's Authorization of Not-for-Profit Status
- Appropriate booth/application fee.
- Signed Waiver of Liability
- Electrical Needs (limited availability)

### **Weather:**

Since this is an outdoor show please count on all types of weather, Heritage Harbor personnel will decide if the weather becomes too dangerous to hold the event, you will be notified as soon as possible

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## Heritage Harbor Ottawa

### WAIVER OF LIABILITY

**Please Note: Violation or falsification of ANY of the conditions as set forth in the following legal affidavit will result in the IMMEDIATE and PERMANENT LOSS of permission to sell any product at the event site.**

### Event Affidavit

I have read and fully understand the Rules and Regulations and all pages accompanied with the application for this event. If accepted into this event, I hereby agree to abide by all the Rules and Regulations adopted by the event. Further, I agree to sell at the event only such item(s)/product(s) as those listed in the attached application pages.

I also acknowledge those item(s)/product(s) must be my own at the location(s) described on my application. I acknowledge full responsibility for all my activities in this event and for those assisting me throughout the term of the event. I acknowledge the authority of the Event Coordinator and event representatives to immediately settle any disputes regarding item/product legitimacy, procedural and vendor conduct violations, and impose any penalties, including suspension or removal from the event. I agree to allow the Event Coordinator and/or event representatives at any time to inspect items evidencing how/where the products offered for sale are produced. Failure to provide such proof for inspection will constitute a violation of event rules. I understand that Heritage Harbor Development, LLC does not carry any insurance policies to cover individual participants in this event.

I certify the information contained in this application is true and accurate.

### Hold Harmless and Indemnification

The undersigned individual, partnership, corporation or limited liability company, its successors and assigns, in consideration of its partnership in this event, located at Heritage Harbor, and other good and valuable considerations, the receipt and sufficiency of which are hereby acknowledged, does hereby agree to hold harmless, indemnify and reimburse Heritage Harbor Development, LLC, its employees, successors and assigns, from and against any and all actions, causes of action, claims, demands and expenses, including cost of defense and reasonable and necessary attorney fees, arising out of or in any way connected with the undersigned participation in this event, including, but not by way of limitation, claims for personal injury and/or property damage; excepting, however, any such claim or injury directly caused by the negligence or other conduct of Heritage Harbor Development, LLC, its employees, servants and agents.

The undersigned acknowledges and agrees that the terms of this Hold Harmless and Indemnification are contractual in nature and are supported by valid consideration. The undersigned represents that he/she has full and complete authority to execute this document.

Dated at Ottawa, IL this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Printed name of individual or entity

\_\_\_\_\_  
Signature of individual, partner or officer

**THIS IS A LEGAL DOCUMENT AND CONFERS RIGHTS ON HERITAGE HARBOR AND CREATES OBLIGATION AGAINST THE PARTY OR ENTITY SIGNING. YOU MAY WISH TO CONSULT AN ATTORNEY BEFORE SIGNING.**