

2019 Scarecrow Festival
Application Deadline: September 15, 2019

Dates & Times: September 28, 2019 10 am – 4 pm.

Vendor booth(s) must be completely set up no later than 8:30 AM.

Location: Downtown, Ottawa, Illinois

Vendor Coordinator: brandymay829@aol.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) _____

*This is how you will be contacted and juried, if you have one

IL Business Tax (IBT) number (attach current copy) _____

You must 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 you do not have an IBT number, you may participate in this event, but the City of Ottawa is required to report your name and address to the Illinois Department of Revenue.

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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" x 10"
- 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, other display items
- 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.

Items to be sold: _____

Electrical Needs: (list amps needed for every item you need power for)

of Booth(s) @ \$45 per space for profit vendors and \$10 for non-for-profit vendors by deadline date: September 15, 2019.

Total Amount Due / Enclosed: _____

Make check payable to Ottawa Downtown Merchants

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Application Deadline & Requirements

- All applications must be completed in full and received (along with payment and required supporting documentation) by DEADLINE of SEPTEMBER 15, 2019. 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 by SEPTEMBER 15, 2019:**

Ottawa Visitors Center
1028 LaSalle Street
Ottawa, Illinois 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

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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 the City of Ottawa 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 in the City of Ottawa, and other good and valuable considerations, the receipt and sufficiency of which are hereby acknowledged, does hereby agree to hold harmless, indemnify and reimburse the City of Ottawa, an Illinois municipal corporation, its officials, 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 no 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 the City of Ottawa, its officials, 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 _____, 2019.

Printed name of individual or entity

Signature of individual, partner or officer

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