

## Vendor Application

Vendor Indoor Booth space is 10'x10'. All vendor items are limited to the 10'x10' space. Vendor fee is \$150 for one booth. Must be present both Saturday and Sunday. This fair is held in a greenhouse, gravel flooring reinforced with black tarp. Walkways and Unloading areas are paved. Vendors must provide their own display equipment including tables, chairs, extension cords, and be able to set up/break down their displays without assistance. There are no volunteers on site. Electricity is available for an additional purchase of \$15.

All fees are non-refundable once a vendor has been accepted into this event. Any vendor not accepted will not be charged a deposit fee and the check will not be processed.

Must remove all valuables from your booth overnight and reset for Sunday's show. Windy Acres Farm is not responsible for any belongings. Vendors are responsible for any damage caused by their booth or product sales. Windy Acres has the right to make any vendor booth adjustments as needed and will notify vendors accordingly.

Food and Beverage will be available all day. Outdoor restrooms available.

Please email a few photos of your items for sale along with a snippet of information describing your business. We have limited booth spaces available (approx 20 openings) and will need to choose who is accepted into the show with no overlap in products. We are looking for high quality, unique items. All applicants will be emailed whether or not they have been accepted to the show by November 15th. Vendor submittal deadline is November 11th.

Windy Acres Farm will be promoting this event locally.

Food Truck Vendors: all above information applies except there will be outdoor parking spaces made available for your trucks. A limited amount of trucks will be selected. No beverages or desserts are able to be sold by food truck vendors as this is already made available at the farm. Please send in the entire menu list you will be offering during this event. No electricity, water or generators are available. Generators must be quiet, free of fumes and disturbances. County permits required. Further permitting may be required.

## Vendor Attendance

If you are unable to make the event for any reason please contact Windy Acres Farm as soon as possible at [windyacresfarmstand@gmail.com](mailto:windyacresfarmstand@gmail.com) and 630-232-6429 (please speak with a staff member). Cancellations will forfeit the vendor fee.

Smoking and pets are prohibited by vendors in the market area.

NO changing, sharing, switching, selling, sub-letting booths.

Windy Acres Farm has the right to screen all merchandise and dismiss any crafters who do not display their materials appropriately.

Clean up: vendors are responsible for cleaning up their selling space before leaving. Please do not leave any items to be disposed or a fine may be incurred.

## Vendor Parking

Parking will be made available near the fair site.

Vendor/Applicant Name: \_\_\_\_\_

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

Illinois FEIN or License Number \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Website \_\_\_\_\_

I grow/craft/create/provide product description/photos \_\_\_\_\_

I require Electricity \_\_\_\_\_ (additional \$15)

vehicle van \_\_\_\_\_ truck \_\_\_\_\_ length \_\_\_\_\_

Sending COI, Proof of Vehicle Ins and other permits by email/mail/fax \_\_\_\_\_

Vendor doors open at 7AM

Unloading times 7:00AM to 8:30AM

Set up times 7AM-9:30AM Please have booth ready by 9:30AM

No breaking down until 4PM. You are required to stay until 4PM.

Break down is from 4PM to 6PM

Must remove everything from premises both Saturday and Sunday.

Hold Harmless and Indemnification

Vendor agrees that neither Windy Acres Farm, Inc. nor The Wayne Srail Living Trust shall be liable for injury to the vendor's business or any loss of income therefrom, or for personal injury or damage to the property of the Vendor, its employees, invitees, customers or any other person in or around the Vendor's section, regardless of whether the injury or damage results from conditions arising from other sources or places (including, but not limited to, weather conditions, power outages, or other similar occurrences) and regardless of whether the cause or means of repairing the conditions is inaccessible to the vendor. Vendor further agrees that Windy Acres Farm Produce, Inc. shall not be liable for any damages arising directly or indirectly from any act or omission of event sponsors or any customer at the event.

To the fullest extent permitted by law, the Vendor shall indemnify, keep safe and harmless Windy Acres Farm Produce, Inc., The Wayne Srail Living Trust, and their agents, officers, employees and any other public or private property owner whose property is used for this event, against all injuries, death, losses, damages, claims, suits, liabilities, judgements, costs, expenses, which may arise directly or indirectly from any negligence or reckless or willful

misconduct of the vendor, its employees or agents. The Vendor shall, at its own expense, appear, defend, and pay all charges of attorney's and all costs and other expenses arising therefrom or incurred in connection therewith. If any judgement shall be rendered against Windy Acres Farm Produce, Inc., The Wayne Srail Living Trust or any other property owner in any such action, the Vendor shall at its own expense, satisfy the discharge of the same.

I hereby affirm that I have read and understand the Hold Harmless and Indemnification and agree to the terms expressed therein.

Signature \_\_\_\_\_ Date \_\_\_\_\_

#### Certificate of Insurance

All vendors must provide binding proof of comprehensive public liability insurance. The policy must include coverage against personal injury or death, property damage, occasioned by reason of the operations conducted by vendor, and products liability. Your policy must include minimum policy limits of one millions dollars (\$1,000,000) for bodily injury or death, and products liability to one or more persons in any one accident or event, and fifty thousand dollars (\$50,000) for damage to property resulting form any one accident or event. Windy Acres Farm Produce, Inc. reserves the right to increase minimum policy limits.

Upon acceptance into the market, the vendor must name Windy Acres Farm Produce, Inc. as additional insured, and provide Windy Acres Farm with an insurance certificate as proof of such coverage. Windy Acres Farm reserves the right to demand more additional insured's as necessary.

Proof of Vehicle Insurance for any vendor vehicle is required.

Send your certificate and proof to [windyacresfarmstand@gmail.com](mailto:windyacresfarmstand@gmail.com) or Windy Acres Farm 37w446 Fabyan Pkwy Geneva, Il 60134 or fax to Windy Acres Farm 630-232-6459. Additional questions regarding insurance requirement can be directed to [windyacresfarmstand@gmail.com](mailto:windyacresfarmstand@gmail.com).

#### Checklist

Vendor Application \_\_\_\_\_

Payment \_\_\_\_\_ (\$150 for one booth, includes Saturday and Sunday. Must be available both days)

Electricity \_\_\_\_\_ (\$15)

Certificate of GL Insurance \_\_\_\_\_

Proof of Vehicle Insurance \_\_\_\_\_

Health Dept. Permit \_\_\_\_\_

Submit Email applications titled: 2021 Christmas Craft Fair at Windy Acres Farm  
Please make checks payable to: Windy Acres Farm  
mail to: 37w446 Fabyan Pkwy Geneva, Il 60134  
Check is the only form of payment available for vendor submittal.