

# VENDOR FORM



**DATE & TIME:** Saturday, October 5, 2024 **SHOW:** 10:00am – 4:00pm RAIN or SHINE  
**SET UP:** 7:00am – 9:45am **TEAR DOWN:** 4:00pm – 5:00pm

**LOCATION:** Historic Downtown Algonquin, MAIN STREET, Algonquin, IL 60102

**FEE:** \$100 for a 10 x 10 ft. space (**Early Bird Special \$90 - by June 30th**)

**ADDITIONAL FEES:** **Drive more foot traffic to your booth!** \$25.00 to be included on the Vendor Card (9 spots available. Visitors get card stamped when visiting your booth, when completed, turn in for drawing of gift basket at 2:45pm). \$25.00 late fee if apply after 9.7.2023. (Subject to space availability.)

### IMPORTANT NOTES:

1. Show is open to artisans, hand crafters, farmers and vendors. (*Service companies are encouraged to sign up as a Sponsor.*)
2. Entry fee will be returned if applicant is not accepted or space is lacking.
3. The fee is not refunded in the case of cancellation by the exhibitor.
4. Vendors are responsible for any returned checks or associated fees.
5. Food/Beverage Vendors are responsible for getting their own permit(s) if applicable.
6. Confirmations/receipts will be sent by email within 1 week of receiving payment.
7. No special requests will be taken for space assignments.
8. Application must be in by September 7, 2024. \$25.00 late fee if apply after 9.7.2024.
9. Space held only after payment is received.
10. Booth must be kept open for entire show.
11. We reserve the right to refuse space for the sale of any merchandise that does not fit our needs.
12. Vendors will be entitled to a refund if the event is cancelled.

**To reserve a space, detach, fill out, sign, and include payment to Algonquin/LITH Rotary Charitable Fund.**

Name: \_\_\_\_\_ Company: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Website: \_\_\_\_\_

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

Category of Craft/Merchandise/Business (Be Specific):  Farmer  Crafter/Artisan  Food  Beverage  Other

\$100 Booth/\$90 Early Bird  \$25 Vendor Card (9 Available) Total enclosed: \_\_\_\_\_ Check # \_\_\_\_\_

**Mail to: Algonquin Rotary Club, PO Box 111, Algonquin, IL 60102. Checks to: Algonquin/LITH Rotary Charitable Fund**

The undersigned hereby expressly agrees to indemnify and hold harmless, Rotary Club of Algonquin, and the Village of Algonquin representatives for all claims, loss, damage or courses of action of any kind which may arise as a result of the occupancy and use of the herein described premises by the undersigned or their agents. Such indemnification is to include damage to the personal property of the undersigned, its agents, or employees or persons attending such function.

\_\_\_\_\_  
(Signature of applicant/exhibitor) Date: \_\_\_\_\_

### QUESTIONS?

Visit our website: [AlgonquinHarvestMarket.com](http://AlgonquinHarvestMarket.com) Email us at: [contact@algonquinharvestmarket.com](mailto:contact@algonquinharvestmarket.com)