

37th Annual Scarecrow Weekend

October 7th – 9th, 2022

Proudly Produced by the St. Charles Business Alliance



Scarecrow Weekend Booth Sponsorship Application

Booths will be placed throughout the Family Zone in Lincoln Park.

Details

- Booths will be located at *The Family Zone* in Lincoln Park
- There are a maximum of 15 booth spaces available for Scarecrow Fest 2022 - **Book fast!**
- Each participant will be provided (1) 10x10 tent, (1) 6ft table, and (2) chairs
- Each participant will be required to have their booth open and active during all Festival hours: Friday (12pm-6pm); Saturday (10am-6pm); and Sunday (10am-5pm)
- Participants will be required to have a family friendly activity at their booth. (ie., Children's Giveaways, Games, Art Activity, Photo-op)
- Participants may **not** sell anything from their booth- *Free items may be handed out.*
- Participant will be required to make a Scarecrow.
- 2 Bales of Straw at each booth.
- *Total cost: \$2000*

Mail or email your Application by: September 15th, 2022

St. Charles Business Alliance
Attn: Scarecrow Booth Application
2 E. Main Street, St. Charles, IL 60174
Email: [sstark@stcalliance.org](mailto:ss Stark@stcalliance.org)

PLEASE PRINT OR TYPE ALL INFORMATION

Business/Organization: _____ Will you be participating in the Scarecrow Contest? _____

Contact Name: _____ Phone: _____

Email Address: _____

Onsite Contact (if different): _____ Cell Phone: _____

Provide Detailed Description of your Booth:

Provide Detailed Description of your Family Friendly Activity:

By signing this entry form, I hereby agree to the booth rules as listed on the back of this application. I release/hold harmless The Saint Charles Business Alliance, its employees, officers, and agents from any and all claims for loss, damage or injury incurred by participation in the St. Charles Scarecrow Weekend.

Signature: _____ Date: _____

Participation

- ❖ Exclusivity is not granted to any participant.
- ❖ This is a rain or shine event and will remain open regardless of weather conditions, although operations may be suspended during severe weather.
- ❖ The participant agrees to only host the family activity that is listed and accepted within the application.

Application Process

- ❖ Participants shall be notified by email if they have been accepted, rejected, or on waiting list within two weeks of submitting application.
- ❖ If application is approved, applicant will receive an invoice sent to the email provided on the application within two weeks of submitting.
- ❖ **Participants will NOT be guaranteed booth space until the invoice is paid IN FULL.**
- ❖ If the participant needs to change their application in any way, it must be done in writing by emailing: **sstark@stcalliance.org**

Payments

- **All payments MUST be paid by check or cash.**
- **Invoices are due a month from the date sent (or by application deadline LATEST).**
- **Any outstanding invoices must be paid by the application deadline LATEST.**
- Participants are not accepted or guaranteed space until the invoice is paid in full.
- No participant will be allowed on the event site without full payment being successfully processed
- Event cancellation due to inclement weather or Acts of God will not result in the refunding of your fees.

Booth Space

Location

- The participant will be assigned a booth space with the approximate square footage of 10 feet by 10 feet.
- The location of the participant's space within the event shall be determined by sole discretion of the producer.
- The participant agrees to accept the space as designed by the producer.
- The producer reserves the right to relocate a vendor when necessary even after a space has been assigned.
- The participant agrees to conduct its business only within the space assigned by the producer.
- The organizer does not guarantee a corner space or that there will be space between tents and participants should plan their booth layout accordingly.

Set Up and Take Down

- Each participant is responsible for setup, tear down, and cleanup of their booth. No assistance will be available on-site.
- Load-in will begin on the Friday morning before the event. Exact times will be provided prior to the event.

- Participants will also be able to pull their cars on-site at 8am on Saturday and Sunday. **Vehicles are not permitted to drive in Lincoln Park.**
- A loading and unloading zone will be provided for vendors
- Cars must be cleared of site 1 hour before the festival opens (11:00 a.m. on Friday, 9:00 a.m. Sat. & Sun.).
- Cars are not permitted to re-enter site until the producer gives an all clear about 30 minutes after the posted closing time.
- All items left on-site after the event on Sunday will be disposed of.

Equipment and Signage:

Signage

- No signage will be provided at any booth. Participants are encouraged to bring their own.
- The producer has the right to ask you to remove any signage they decide is inappropriate or is not within the aesthetic of the event at any time.

Electricity

- Electricity is not provided.
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Operations:

- ❖ The participant agrees to be open from starting time of the festival to closing time of the festival. Friday, 12:00 p.m. – 6:00 p.m.; Saturday & Sunday 10:00 a.m. – 5:00 p.m. - **no exceptions.**
- ❖ Participants may not sell anything from their booth, and no exchange of money may be made. Participants may hand out free items.
- ❖ Participants will not be able to pull cars in on Sunday evening until the streets are cleared closer to 5:30pm
- ❖ The participant shall maintain its space in a neat, clean, and sanitary condition during the event and shall dispose of all trash produced.
- ❖ Participants **MUST** remain within their 10x10 booth space and may not conduct any business while wandering around the event.
- ❖ All walkways, including any behind the booth must be left unobstructed unless otherwise indicated.
- ❖ Running water is NOT provided.
- ❖ Participants are directly responsible for any violated village ordinances and fines.
- ❖ Participants and their employees must maintain the highest degree of professionalism in their booths and on event grounds at all times.
- ❖ The organizer reserves the right to ask a participant to cease any action they decide is not in the best interest of the event.

Security:

- ❖ Participants are solely responsible for all items in their booth both during the festival and things left overnight.
- ❖ The organizer and the event are not responsible for any items lost, stolen, or damaged.

Cancellations:

- ❖ Cancellations must be done in writing.
- ❖ Cancellations made between September 15th and September 29th will forfeit 50% of total fees paid.
- ❖ Cancellations made on or after September 29th will NOT be entitled to a refund.

Contract Cancellations

- The producer has the right to control all aspects of the event.
- The producer reserves the right to cancel a vendor contract at any time for the good of the event, by its sole discretion.
- Any cancellation by the producer will result in fees being refunded to the vendor if they have followed the rules and regulation.
- A cancellation or suspension by the producer resulting from failure to meet or maintain guidelines stated within will not be eligible for refunds.

Indemnification:

- ❖ The participant shall comply with all local, federal, state, and municipal laws and ordinances.
- ❖ The St. Charles Business Alliance, its officers, directors, and members, related event providers of goods and services, or any participating sponsor will NOT be held responsible for any injury, loss, or damage that may occur to the vendor, or to the vendor's employees or property from any cause whatsoever prior to, during or subsequent to, the period covered by the vending contract.
- ❖ By submitting this application, the participant further agrees to indemnify and hold harmless the St. Charles Business Alliance, the City of St. Charles, its officers, directors, and members from and against any and all claims of personal injury, loss by theft or damage whether to the participant, its agents or employees, or any third party caused in part or in whole by the participation in the event.

** If there are Covid-19 restrictions, event details are subject to change.