

2022 McHenry County Fair Demonstration Contract

August 2nd-7th, 2022

McHenry County Fairgrounds

Physical Address: 11900 Country Club Road

Mailing Address: PO Box 375, Woodstock, IL 60098

vendor@mchenrycountyfair.com

(815)338-5315

THIS AGREEMENT, made and entered into by and between the McHenry County Fair Association, here by listed as MCFA

and Name: _____ Business Name: _____

Address: _____ Zip: _____

Phone: _____ Email: _____

Website Address: _____

(If provided we will provide a link on our website to your page)

Describe your business and what you will sell. If additional space is needed please feel free to use back of page.

A detailed list of products and 3 photos (digital or emailed) along with payment in full with every contract. If contract is not accepted, check and photos will be returned. We reserve the right to accept or reject any applicant. MCFA will notify you by email if your contract is accepted. Demonstration stage will be up to 16'x 8', will have electricity provided, but otherwise will be an open space.

Insurance Information: Our insurance carrier requests Certificate of Liability insurance from each vendor naming McHenry County Fair Association as additional insured. If a certificate of insurance cannot be provided a \$40 fee will be charged which will allow you to be covered under MCFA insurance. Please check with your agent about coverages you may already have in place. For questions please contact the fair office at (815)338-5315 or Vendor@mchenrycountyfair.com.

CHECK ONE: My photo may be used for publicity for the event (on flyers or on the website) as long as my business is given credit for the photo. YES _____ NO _____

Booth information:

_____ **8'X8' Booth** Free the day(s) of Demonstration

Date(s) of Demo: _____ Time(s) of Demo: _____

(Dates and Times scheduled will be based on availability)

_____ \$40 fee for Liability Insurance if you do not have your own insurance (please provide copy of insurance if you have your own)

\$ _____

_____ 8-foot tables (\$15 each)

\$ _____

_____ Chairs (\$5 each)

\$ _____

_____ Outlets (Please let us know if you need one.) Hook up must meet Fire Codes.

_____ 1 daily pass will be provided for each day you are demonstrating. (You May purchase additional season passes for \$20 each or daily tickets for \$5 at the time the contract is submitted or at Fair Check-in ONLY.)

\$ _____

TOTAL DUE when contract submitted. Please make check out to: MCFA

TOTAL COST: \$ _____

This agreement must be **signed and returned with your payment in full and appropriate insurance information.** MCFA will do its best to accommodate specific space requests; however, final placing of exhibitor and measurement will be at the discretion of the MCFA. Failure by Second Party to pay sums in full on or before the agreed dates shall result in cancellation of this agreement by the MCFA. In the event of cancellation of the agreement by Second Party for any reason, it is agreed that the Second Party will not receive a refund of fees paid to the MCFA. In any case of default in the provisions of this contract or **failure of Second Party to show, move in and set up, for any cause: The MCFA shall retain all monies** and have the right to lease said rights and privileges to other parties without notice to Second Party. **No spaces guaranteed after July 15, 2022.** The Second Party agrees to save and hold harmless all organizers, officials and staff of the MCFA from all claims of damages, demands and actions whatsoever in manner, as a result of the presence and operations of said Second Party at the Fairgrounds before, during and after the event named herein.

By signing this contract, you agree to obey and adhere to the rules and regulations listed below. Be sure to read through them carefully and contact the MCFA office with any questions.

1. Set up times for the event will be (Unless staying Aug 2nd-7th, 2022) evenings from 8pm-10pm or 8am-10am the morning of demonstration.
2. Certificate of Liability Insurance MUST be furnished to Fair Office or MCFA provided insurance must be paid for by July 15, 2022.
3. Please be sure that you, your items being sold, and any other portion of your display remains in your booth space and not in the walk way. This is a request by the fire marshal for safety reasons.
4. You are responsible for the safety of your items.
5. The building doors will be locked from 10 pm every evening until 10 am every morning.
6. Vendors may use the main parking lot for set up, take down and replenishing their items in their booths before the event opens. During the fair vendors must park in their designated areas so the main parking lot is open for the public.
7. At the end of the show you are responsible to have your booth cleaned up and **all garbage placed in the dumpster outside.**
8. It is required that tables are covered almost to floor on the customer's side. Any extra merchandise must be out of site during the show.
9. Vendors handle all the customer transactions and taxes.
10. There are no refunds for cancellations and vendors are expected to stay for the entire event.
11. The Board of Directors reserves the right to cancel any and all events in case of a calamity, severe weather, or any unavoidable circumstance.
12. WIFI will not be available please provided your own hotspot.
13. Demonstration stage will be up to 16'x 8', will have electricity provided, but otherwise will be an open space.

Signature: _____

McHenry County Fair Association

Print Name: _____

Signature: _____

Title: _____

Date: _____

Date: _____

For Office Use Only

Accepted _____

Payment in Full received _____

Certificate of Insurance received _____ or \$40 fee for insurance paid _____

Tables _____ Chairs: _____ Outlets _____

Number of Booths requested _____ Booth # Assigned _____

Insurance Notice

A CERTIFICATE OF LIABILITY INSURANCE MUST BE ON FILE BY July 15th, 2022 IN ORDER TO SET UP

Non-commercial vendors may purchase insurance through the McHenry County Fair Association for the McHenry County Fair.

Adding vendor into the MCFA Liability Insurance in NO WAY provides Workman's Compensation Insurance.

Coverage \$100,000

One Location - \$40.00

The cost will be added to the balance on the contract.

Make your check payable to the McHenry County Fair Association.

Vendor Name: _____

No. of Booths or Stands: _____

Name: _____

Address: _____

Signature: _____