



Litchfield Chamber of Commerce

Party in the Park

September 17 - 18, 2021



EXHIBITOR PACKET

APPLICATIONS DUE BY MONDAY, AUGUST 16, 2021

BOOTH GUIDELINES: All booths receive a 12' x 12' space. If more space is needed to accommodate an awning, larger tent, or food preparation area, **you must reserve more than one space.**

Absolutely no one may sell or give away stuffed animals or carnival merchandise. No snap-n-pops (impact explosives), silly string, hair dye, squirt guns, or knives for sale or give-away. Food items NOT allowed to be sold are: corn dogs, cotton candy, funnel cakes, sno-cones, and pretzels.

HOURS: Booths can be set up in designated area after 6:00 p.m. on Thursday, September 16th. Food and non-food booths must open at 4:00 p.m., Friday, September 17 and 12:00 p.m., Saturday, September 18. Booths CANNOT be torn down and moved off premises until after the close of the last stage performance at approximately 9:00 p.m. on Saturday night, September 18th, due to safety reasons.

EXHIBITOR RESPONSIBILITY: Exhibitors are responsible for furnishing their own tables, displays, fixtures, lights, etc. Only one plug-in is furnished per booth. Please bring your own adaptors and extension cords, which must be at least 12-gauge. Exhibitors are responsible for cleaning their own booth area, both during and at the close of the event. If you sell items in aluminum cans, you must provide a recycling bin which each exhibitor will empty. EXHIBITOR ARE RESPONSIBLE FOR THEIR OWN GREASE REMOVAL. NO GREASE WILL BE ALLOWED IN TRASH CANS OR DUMPSTERS.

FOOD VENDORS PERMIT: The Montgomery County Health Department (MCHD) requires a food service permit to be obtained for the event days/times. Please contact MCHD at **217-532-2001** to obtain a permit prior to the event.

CERTIFICATE OF INSURANCE: The Chamber requires that you furnish a Certificate of Insurance. The Chamber shall not be held responsible for any product or equipment of the exhibitor.

RIGHT OF CLOSURE: The Chamber of Commerce reserves the right to close any booth or trailer offering any item for sale or display deemed questionable, illegal, immoral, or objectionable to the Party in the Park Committee.

EXHIBITOR CONTRACT: Contracts must be filled out in full or the contract will be returned. Fees MUST accompany the Exhibitor Contract. **NO REFUNDS WILL BE MADE AFTER AUGUST 31, 2021.**



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Exhibit Booth Fees (enter all that apply)

Non-Food Booths		Food Booths	
Number of 12 x 12 Spaces		Number of 12 x 12 Spaces	
For-Profit Business or Organization before August 16, 2021	\$40.00	For-Profit Business or Organization before August 16, 2021	\$70.00
Not-for-Profit Business or Organization before August 16, 2021	\$30.00	Not-for-Profit Business or Organization before August 16, 2021	\$40.00
Electric Fee	\$20.00	Electric Fee	\$20.00
After August 16, 2021 Late Fee	\$40.00	After August 16, 2021 Late Fee	\$40.00
Total		Total	

If you require electricity at your booth, EACH ELECTRICAL APPLIANCE MUST BE LISTED.

Description of exhibit items (all food items must be listed).

Please read carefully: The Litchfield Chamber of Commerce reserves the right to limit sale or display of any and all items deemed questionable, illegal, immoral, or considered objectionable by the Litchfield Chamber of Commerce. The Litchfield Chamber of Commerce reserves the right to close any exhibit or food booth offering such items for sale either to the public or privately on the grounds, or for any reason deemed to be in non-compliance with the accepted standards of the Party in the Park Committee.

CERTIFICATE OF INSURANCE: The Litchfield Chamber of Commerce requires that you furnish a certificate of liability insurance. If none can be furnished, the Litchfield Chamber of Commerce shall not be responsible or held liable in any way for any product or equipment of exhibitor.

Name of Exhibitor: _____

Address: _____

Phone: _____ Email: _____

If you would like to receive a confirmation, please list your email address or include a stamped envelope.

Signature of Exhibitor: _____ Date: _____

Please mail all registrations and checks payable to
"Litchfield Chamber of Commerce" to:
Litchfield Chamber of Commerce
P.O. Box 334
Litchfield, IL 62056

OR

Drop off all registrations and checks payable to
"Litchfield Chamber of Commerce" at:
Litchfield Chamber of Commerce
400 N. State St.
Litchfield, IL 62056