



## Vendor General Information: 2019

### Location

Volunteer Park (located behind John Shields School)  
85 Main St.  
Sugar Grove, IL 60554

### Dates and Times

#### Friday, July 26<sup>th</sup>, 2019

Setup: 9:30 am to 3:30 pm  
Display: 4:00 pm to 9:00 pm or Dusk

#### Saturday, July 27<sup>th</sup>, 2019

Setup: 8:30 am to 10:30 am  
Display: 11:00 am to 7:00 pm

#### Sunday, July 28<sup>th</sup>, 2019

Restock: 9:30 am to 10:30 am  
Display: 11:00 am to 6:00 pm  
Teardown: 6:00 pm

### Setup Time

Setup times are listed above. If you need more time than allotted, please contact us no later than Wednesday, July 24<sup>th</sup>, 2019. Contact info is at the end of this letter.

### Check-In

#### Entrance/Check-In

Entrance to the vendor area will be through the driveway located just north of John Shields School on Main Street. There will be someone located at the end of the drive where it enters the vendor area to check you in and direct you to your assigned booth space. **No vehicles will be allowed to enter from the Grove St. and Snow St. drive.**

#### Exit

Exit from the vendor area will be through the drive located near Grove St. and Snow St.

## Vehicles

You will be permitted to drive to your booth space. Unload your vehicle, then move it out of the vendor area to a parking space, BEFORE starting to setup your booth space. All vehicles MUST be out of the vendor area by 3:30 pm on Friday, and 10:30 am on Saturday and Sunday. On Friday and Saturday, NO vehicles will be allowed back into the vendor area until after 11:30 pm.

## Booth Space

### Booth Size

Single booth spaces are 12' X 12'. If you have purchased more than a single booth space, your footprint will be marked accordingly. All canopies, merchandise, and signage must remain wholly within the footprint provided. This booth sizing provides the extra space needed to accommodate the use of leg weights, side walls, etc. Booth numbers will be marked on the pavement.

The only thing included with the fee is the space. The Corn Boil shall not be responsible to provide any item(s) to any vendor(s) in connection with a booth or display, and every vendor shall be solely responsible for bringing, setting up and tearing down any and all equipment, tents, tables, chairs, fans, merchandise, supplies, and/or any other items connected with or necessary to their booth/display.

Only commercial canopies/tents are allowed. Camping tents are prohibited.

### Closing Times

Booths must be staffed and open until the closing times listed. A vendor may stay open later, until dark or 11:00 pm if they so choose, though vehicles will not be allowed in to the vendor area until 11:30 pm. on Friday and Saturday. Prior to 11:30 pm Friday and Saturday, all items needing to be taken with the vendor must be carried or carted out of the vendor area.

### Electric

If you have purchased electricity you will need to bring an outdoor extension cord and if needed, lights.

### End of Night Closing

It is suggested that you lower your canopy at closing time. This will make your booth harder to enter, while also making it a smaller target in a storm.

### Food

All Crafter, Independent Contractor, Not-for-Profit, and Business booths will be given four coupons for Genoas, good for the purchase of a meal deal at a special price on Saturday and/or Sunday. In addition, there will be a variety of vendors serving food. It is suggested that you bring water for in your booth.

### Fees, Forms and Insurance

All fees and forms must be received by Monday, July 15<sup>th</sup>, 2019. This includes: booth agreement, proof of insurance, waiver, and payment.

All payments received after Monday, July 15<sup>th</sup>, 2019 need to be in the form of cash, a cashier check or money order. No personal checks will be accepted after July 15<sup>th</sup>, 2019.

## Giveaways

We must be informed of any giveaways you are distributing from your booth. No beverages of any kind, including water, can be given away.

## Location

Booth numbers and locations are subject to change. Check-in person will have your correct booth number and location. Booth spots are given on a first-come first-served process and by all three days vs Saturday/Sunday only participation. Booth requests are honored, if possible, but are never guaranteed.

## Staffing Booths

Booths must always be staffed during listed festival hours. If you are by yourself and need to leave your booth, call the vendor area contact in charge at that time. They can assist you with booth coverage.

## Security

Security will be provided in the park area. Canopies and tables can be left overnight. It is your decision on what you leave in your booth. It is suggested to take all valuables with you. Leaving things in your booth is at your own risk.

## Weights

Most accidents at events involve canopies. While canopies are used to protect you and your merchandise from sun and rain, wind and storms can turn your canopy into a deadly missile with one unexpected gust. There are two general rules regarding canopies which all vendors need to remember:

- Your canopy should be fully secured before setting up anything else.
- Be sure your method of securing your canopy does not create an additional hazard.

ALL booths are REQUIRED to have a minimum of 40 pounds of weight for EACH leg of the canopy. You will NOT be allowed to set up a canopy without weights. Single gallon water jugs, bricks, concrete blocks, and single weight plates are not safe. A single gallon of water weighs only 8 pounds, and a single brick is worthless, weighing in at 3 pounds.

Setup and breakdown periods are when canopies consistently prove to be most vulnerable to the wind. You must be sure to completely secure your canopy as soon as you set it up and take down your canopy as soon as you remove your weights at the end of the show. Weights MUST be secured to the canopy roof and to the canopy legs separately.

DO NOT let yourself be interrupted by ANYTHING in the middle of this process, as a half-secured canopy is as dangerous, if not more dangerous, than an unsecured canopy. Half-secured canopies, when taken by a wind gust, fly with the partial weight attached to the legs or tied to the canopy, hitting anything in its way.

Please see the attached sheet for different types of weights and how to secure them. We have listed three options: PVC with cement, EZ-Up sand bags or similar, or filled five-gallon water bottles **with** handles.

You are not allowed to tie-off to trees or put stakes in the asphalt to secure your canopy.

## Teardown

Teardown can start at 6:00 pm on Sunday. Your booth must be totally packed up and ready to be loaded before you can bring in your vehicle. Vehicles will not be allowed to enter the vendor area until 6:30 pm, or until the vendor coordinator announces that vehicles can now enter. This will be strictly enforced. Failure to follow this policy may result in you not being invited back for future Corn Boil festivals.

## Other Information

### Alcohol and Smoking

There is absolutely no smoking nor consuming alcohol in or near the vendor area. No alcohol may be brought to the event. Beer drinking is only allowed in the fenced area, and with a purchased wrist band.

### Bikes and Roller Blades

Bikes and roller blades are not allowed in the park. This will be strictly enforced.

### No-Shows

If a vendor is a no-show, the booth may be given away and that vendor's registration may not be accepted in the future. No refund will be issued.

### Parking

Vendor parking is allowed on any street near the park. Please be courteous to our neighbors and do not block driveways or park on grass.

Parking is also available at the Sugar Grove Library parking lot located at 125 Municipal Dr., and the Municipal Center (village hall/police station) located at 10 Municipal Dr. There will be a shuttle service available to assist you with transportation to your vehicle.

Handicapped parking is available if needed. Contact us in advance if you need access so we can make arrangements.

"No Parking" will be enforced on the hydrant side of the streets, and any other area marked "No Parking". Vehicles not adhering to the "No Parking" rules will be towed.

We are in the process of trying to secure a separate vendor parking area. If this area is secured, vendors will be expected to park there instead of at the above locations. More information about a separate vendor parking area will be available closer to Corn Boil dates.

### Pets

Pets are not allowed in the park, with the exception of service animals. This will be strictly enforced.

### Refunds

This is a "rain or shine" event. No refunds will be given unless the Corn Boil is cancelled.

## Suggested Extras

These items are for suggestion only, not required. A small power box can allow you to charge your phone when the battery starts to get low; a slightly larger power box can allow you to operate lights, or a fan, for your booth. Contact the vendor area coordinator if you have questions about this.

## Trash

All vendors are responsible for cleaning up their booth area and disposing of trash. Any vendor leaving trash behind at the end of the show will not be allowed booth space in the future.

## 5-K Race

There is a scheduled 5-K race on Saturday starting at 7:30 am. If the race is in progress, vendors will be held in the park until the race is completed.

## Contact:

### Kathy:

Cell: 630-308-4185

Email: SGCBVendorBooth@gmail.com

During the festival, contacts will be wearing Sugar Grove Corn Boil T-Shirts.

To find out more about the happenings at the festival, visit the website at: <http://sugargrovecornboil.org/>



## 2019 Booth Contract

### Sugar Grove Corn Boil, NFP

Friday, July 26: 4:00 p.m. to 9:00 p.m.

Saturday, July 27: 11:00 a.m. to 7:00 p.m. or Dusk

Sunday, July 28: 11:00 a.m. to 6:00 p.m.

Applicant, if accepted for vendor booth, agrees to the following terms and conditions of rental:

1. Applicant understands that the role of the Sugar Grove Corn Boil NFP is to provide space for display or sale of business, craft, independent contractor, or not-for-profit items.
2. The Sugar Grove Corn Boil NFP and any volunteers associated with the Corn Boil are not responsible for any losses or damages to the applicant's booth and/or items on display.
3. There is to be no alcohol brought to the event.
4. There will be no staking in asphalt or tying anything to trees.
5. All canopies and/or tents will be weighted per the Sugar Grove Corn Boil, NFP guidelines.
6. Corn Boil officials, who are responsible for the Corn Boil, and/or Village officials have the authority to remove any vendor from the event for any action of non-compliance with an official request.
7. Said applicant will have general liability insurance with coverage to include product and premises.
8. Inclement weather does not constitute a refund of entrance fees.
9. There is no rain date. The event is held rain or shine.
10. Applicant shall maintain their space during listed hours both Saturday and Sunday (Friday if applicable). Vendors may not break their booth down early without prior permission.
11. Applicant understands that no vehicles will be permitted in the booth areas Friday after 3:30 p.m., Saturday after 10:30 a.m., Sunday after 10:30 a.m., or until after the festival has closed to the public.
12. Applicant understands that vendor parking is off-site.
13. Final hours and updates can be found on the website at [www.SugarGroveCornBoil.org](http://www.SugarGroveCornBoil.org)

### Type of Booth Needed: (Fees are listed on each Booth Information Handout.)

Business Booth: \_\_\_\_\_

Independent Contractor Booth: \_\_\_\_\_

Crafter Booth: \_\_\_\_\_

Not-for-Profit Booth: \_\_\_\_\_

**Days Preferred:** Friday, Saturday, and Sunday: \_\_\_\_\_ Saturday/Sunday Only: \_\_\_\_\_

Number of 12'x12' Spaces: \_\_\_\_\_ Electric: \_\_\_\_\_ Preferred: Grass \_\_\_\_\_ Asphalt \_\_\_\_\_

Total Fee Paid: \$\_\_\_\_\_ (Booth location, and grass or asphalt preference not guaranteed)

By signing below, applicant agrees that the above terms will be part of their rental agreement for vendor booth space. **All information listed is required.**

Applicant/Owner Signature: \_\_\_\_\_

Applicant/Owner Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Business Name: \_\_\_\_\_ Tax ID/503C: # \_\_\_\_\_

Business Description: \_\_\_\_\_

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

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_





**2019 Sugar Grove Corn Boil**  
**Acknowledgement of Risk, Waiver of**  
**Liability, and Agreement to Abide by**  
**Policies**

Friday, July 26; Saturday, July 27; and Sunday, July 28, 2019

The undersigned participant (“Participant”) acknowledges that there are risks involved with participating in the Sugar Grove Corn Boil event, whether participating as a volunteer, vendor, sponsor, booth displayer, performer, or in any other capacity. Participant acknowledges that these risks include but are not limited to risks of personal injury, of damage to or loss of property, or even death, as a result of participation.

Participant hereby acknowledges that as a condition of participation, and in consideration of being permitted to participate in the Sugar Grove Corn Boil event, Participant agrees to indemnify and hold harmless and defend the Sugar Grove Corn Boil, NFP, its officers, agents, employees and volunteers, as well as any other person(s) or entity(ies) affiliated with the Sugar Grove Corn Boil NFP, from any and all actions, claims, liabilities, assertions of liability, losses, costs and expenses which directly or indirectly may arise or be alleged to have arisen from the presence, activities, conduct of or participation in the Sugar Grove Corn Boil event by Participant, Participant’s employees and/or Participant’s volunteers.

Participant, on behalf of Participant, Participant’s employees and/or Participant’s volunteers, furthermore agrees to waive any and all actions, claims, liabilities, assertions of liability, losses, costs and/or expenses that Participant, Participant’s employees and/or Participant’s volunteers have, had, or may have in the future against Sugar Grove Corn Boil, NFP, its officers, agents, employees and volunteers, as well as any other person(s) or entity(ies) affiliated with the Sugar Grove Corn Boil, NFP, arising out of the presence, activities, conduct or participation of Participant, Participant’s employees and/or Participant’s volunteers, in the Sugar Grove Corn Boil event, including but not limited to claims for personal injury, death, or property loss, damage or theft.

Participant further acknowledges and agrees that Participant has read, fully understands, and shall abide by the attached Sugar Grove Corn Boil policies concerning synthetic drugs, smoking devices, and the use of motor vehicles on Corn Boil grounds, and to abide by any and all other policies that have been established or may be established by the Sugar Grove Corn Boil.

Participant Name (printed): \_\_\_\_\_

Business Name (printed): \_\_\_\_\_

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

Business or Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**I have read and fully understand the above Acknowledgment of Risk, Waiver of Liability, and Agreement to Abide by Policies.**

Signature of Participant: \_\_\_\_\_

Date: \_\_\_\_\_

# Canopy Weight Guidelines

Most accidents at events involve canopies. It is your responsibility to minimize the risk. There are two general rules regarding canopies which all participants need to remember:

- Your canopy shall be fully secured before setting up anything else.
- Be sure that your method of securing your canopy to the ground does not create an additional hazard.

## Weights

While participants use canopies to shield themselves from the rain and sun, winds can turn your canopies into deadly missiles with one unexpected gust.

All participants must have their own weights, with a minimum of 40 pounds, per tent leg. Gallon water jugs and single bricks are not safe. A gallon of water weighs only 8 pounds and a single brick is worthless, weighing in at 3 pounds.

PVC pipe filled with concrete or tent weight sandbags are safe ways to weigh down your tents.

Setup and breakdown periods are when canopies consistently prove to be most vulnerable to the wind. You must be sure to completely secure your canopy as soon as you set it up, and takedown your canopy as soon as you remove your weights at the end of the day.

DO NOT let yourself be interrupted by ANYTHING in the middle of this process, as a half-secured canopy is as dangerous, if not more dangerous, than an unsecured canopy.

## Suggested Weights

### PVC Pipe Filled with Concrete (40-50 pounds per leg)

The PVC pipe filled with cement hangs on the inside of the canopy pole, and it has rounded edges. Pipe must be secured to roof and to canopy leg separately.

#### How to Build It Yourself

- Use 4-inch ID PVC pipe cut 36 inches long or longer, purchase two end caps for each section along with a long eyebolt and nut.
- Drill a hole in one of the end caps just large enough to allow the bolt end of the eyebolt to go through it.
- Using an adhesive for PVC pipe, seal one end with the undrilled cap.
- Mix at least 40 lbs. of dry concrete, such as Quikrete, with water and pour into the tube.
- Insert the bolt through the hole in the cap and tighten a nut onto the bolt inside the cap. Secure the cap to the pipe with PVC adhesive.



- Use tie-down straps that allow you to adjust the height for your weights. This keeps the weight tension tight.

### EZ -Up Sand Bags or similar (40 pounds per leg)

Each weight bag holds up to 40 pounds of sand (which you provide) and attaches to legs. Remember to use the large size bags and fill them completely.

### 5-Gallon water bottles with handles

Straps can be inserted through the handle and secured to canopy roof. Bottle can then be strapped to leg.

### What is NOT Suggested

- One-gallon water jugs weighing 8 pounds each are far short of the required 40 lbs. per leg. You would need five one-gallon water jugs tied together at the handles to secure it as one unit to use these as weights for each leg.
- Larger water jugs that do not have handles molded as part of the body.
- Concrete blocks– cannot be secured adequately to canopy legs and do not weigh enough.
- Coolers, bags of ice, water jugs from which water or product is removed.
- Loose weightlifting plates– cannot be secured to legs properly.
- Dumbbells– cannot be secured properly to canopy legs.
- Merchandise Racks – do not weigh enough when product is removed.

### How to Secure Weights

Weights must be secured to canopy roof and to canopy leg separately with the following methods:

- Nylon ratchet straps
- High quality rope – light-duty cord is not allowed.
- Factory-supplied pins (weight bags come with these).

Note: Bungees and rubber straps are not allowed! They can cause injuries if they snap off.

