



Dear 2020 Montgomery Fest Participant,

This year's fest will take place August 7, 5pm – 10pm, and August 8 & 9, 10am – 10pm at Montgomery Park. Booths will be open Saturday August 8th from 10am – 10pm and Sunday August 9th from 10am-6pm. **Booths must remain open and staffed at all times by individuals 18 years or older.**

Booth Specifications/Definitions

- Location:** Montgomery Park
- Space size:** 10' X 10' (no tables, chairs or canopies will be provided) **Tents larger than 10x10 are not permitted**
- Crafter:** Includes the selling of goods that are **made by hand by the crafter**. This does not include the resale of merchandise purchased from some other source.
- Business:** Includes the resale of manufactured goods or services provided to the community for profit. ***Handing out food samples requires a Kane County Health Dept Food Handling Permit**
- Non-Profit:** Includes not for profit organizations, schools, religious organizations, and associated affiliates of any of the aforementioned, as well as organizations that serve the community in a non-for profit manner.

Set Up Procedures

SET UP TIME: Saturday 7am-9pm (NO courtesy carts)

- Check in is located on River St. at Mill St., and begins promptly at 7am. You will need to check in to get your booth number and location, booth numbers will not be given out in advance or over the phone.
- Mill St Bridge will be closed for the event, you will not have access from Rt25.
- After check-in, please follow signs and volunteers as you will be allowed to drive to your space.
- Vehicles will NOT be allowed to park on Mill St. Bridge. Failure to move vehicle may result in towing at owner's expense.

BOOTH

- **All booth spaces will be located on Mill St Bridge, which is a paved surface**
- Since the bridge is an asphalt surface, tents and canopies will require weights at the corners as they cannot be staked.
- Participants are responsible for adequately weighting down the canopies so they do not blow into the river, street, etc.

PARKING

- (1) Parking pass will be issued per booth during check in and must be displayed as part of check in.
- Limited Parking is available along Pearl St. in designated area and in the lot on Taylor St. (See map on back)

Breakdown Procedures

BREAKDOWN: Sunday 5pm-6pm (NO courtesy carts)

- Booths must be broken down and off the bridge by 7pm.
- You will be given a pass that will allow you to pull vehicle to your booth once your booth is completely broken down and items packed.
- **FOLLOW THE DIRECTIONS OF FEST STAFF AND VOLUNTEERS TO ENSURE SAFETY OF OTHERS ON THE BRIDGE.**
- Vehicles will NOT be allowed to park on Mill St. Bridge. Failure to move vehicle may result in towing at owner's expense.

If you have any questions, please call Renee at 630-896-8080 ext. 9044. Thank you,

Trustee Theresa Sperling
Chairperson, Crafter and Business Booths

Instructions may be subject to change.

LAYOUT SUBJECT TO CHANGE

Crafter/Business Booth Parking
(limited availability)

Not for Profit Booths



Food Vendor area

Check-In

Crafter/Business Booth area

Stage

Carnival

MONTGOMERY FEST 2020 APPLICATION FOR BOOTH SPACE

Due to limited space, applications are reviewed on a first come, first served basis.

APPLICATION DEADLINE: 7/17/2020

Read and Initial... I understand the following:

- _____ APPLICATION FEES ARE NON-REFUNDABLE.
- _____ APPLICATION IS FOR 10 X 10 SPACE ONLY; TENTS LARGER THAN 10 X 10 WILL NOT BE PERMITTED.
- _____ Booth hours are Saturday 10am-10pm and Sunday 10am-6pm.
- _____ **Booths must remain open and staffed at all times by individuals 18 years or older.**
- _____ This event takes place outdoors, rain or shine, NO RAIN DATE.
- _____ Flowerboxes will be in full bloom, plan accordingly for pollen and bees.
- _____ A maximum of four (4) people in booth. Handouts may only be given out directly in front of your booth.
- _____ **Walkways must remain clear.** No signage is allowed outside of booth space.
- _____ **ANYTHING** left on site is at my own risk, Village of Montgomery assumes no responsibility.
- _____ Tents, tables, chairs, cords, etc. are not provided.
- _____ I will have LIMITED access on Mill St. while loading and unloading my belongings.
- _____ My vehicle cannot remain parked on Mill St. after loading or unloading.
- _____ I will follow the directions of all Fest Staff/Volunteers while loading and unloading.
- _____ No assistance will be provided in the set-up or breakdown of booths.
- _____ Fest Staff/Volunteers are strictly prohibited from handling my belongings, including tent, table, chairs, etc.
- _____ Booths will be inspected randomly to ensure proper fees are paid. If booth is found non-compliant, booth representative will be required to pay the correct amount in cash immediately or vacate the premises. NO REFUNDS!
- _____ No food to be sold for immediate consumption.
- _____ No games can be played for money at booths.
- _____ No generators are allowed at any of the booths.
- _____ No sale of live animals.
- _____ All raffles must be approved by the Village of Montgomery PRIOR to the fest and will REQUIRE a raffle license & bond.
- _____ I am responsible for the actions of my volunteers and ensure they will adhere to the rules.
- _____ Failure to comply with the rules may result in immediate removal-no refunds, and/or the exclusion from future fests.
- _____ **A \$15.00 late fee applies after application deadline, if space is still available.**

CRAFTER: \$75.00 BUSINESS: \$150.00 NON-PROFIT: No Charge LATE FEE: \$15.00

ELECTRIC Included at all booths, No cords provided

NEW PARTICIPANT: YES (include photo of booth) / NO BUSINESS CARD ATTACHED: YES / NO

Name _____ Phone _____

Business Name _____

Address _____ City _____ St _____ Zip _____

Website Address _____

Description of items/services _____

Email address _____

CONFIRMATION LETTERS WILL BE MAILED

I understand that the role of the Montgomery Fest Committee is one of providing booth spaces. I will not hold them responsible for any loss or damage to my property, including any damage that may occur while using courtesy carts. The Village of Montgomery retains the right to screen all merchandise, dismiss any participant, and prohibit participants from future fests.

Signed _____ Date ____/____/2019 Amount Enclosed \$ _____

**Complete and return this entire form with your payment, payable to: Montgomery Fest
Mail to: Montgomery Fest Booth Application * 200 N River St * Montgomery, IL 60538**