

**MANHATTAN CHAMBER OF COMMERCE
& MANHATTAN PARK DISTRICT
HERITAGE FEST CRAFT AND VENDOR FAIR APPLICATION**

Thank you for your interest in becoming a vendor for our Manhattan Chamber of Commerce Heritage Fest Craft and Vendor Fair on June 11, 2022 from 12pm - 7pm. We ask that our vendors share the event information (flyer and event page) on their social media at least 3 times prior to the event. Please do NOT create your own “event”, share the one we have already created through the Manhattan, IL Chamber of Commerce Facebook page.

We reserve the right to choose vendors that best suit our show and will limit the product categories to help ensure success for our vendors. Please fill out the application completely and email a photo of your merchandise or display to chamber@manhattan-il.com for consideration. Direct sales consultants (ex. Mary Kay, Color Street, Pampered Chef, etc) will be limited to one per company on a first come first served basis.

This event will be outdoors at the Round Barn Farm Park in Manhattan, IL. Booth spaces are approximately 10' x 10' spaces. Vendors will be responsible for their own tables, chairs, or other displays. Vendors can bring their own tents or canopies, but they must be secured with a weight on each leg.

***ALL BOOTHS ARE OUTSIDE – VENDORS ARE REQUIRED TO ABIDE BY THE CURRENT COVID GUIDELINES ***

Set up will begin at 10:30am on each show date, no earlier set up will be allowed. Booths should be fully set and ready for shoppers by 12pm. We will allow for vendors to end at 5pm if they so choose, but there will be activities in the park until 7pm.

All vendors are responsible for the collection and payment of sales taxes to the IL Dept of Revenue.

The Manhattan Chamber of Commerce reserves the right to restrict any vendors for noncompliance and/or behavior that distracts from the integrity of the craft and vendor show without refund. No refunds will be given (including weather) for cancellations, except for the show being cancelled due to state Covid regulations. No call/no show and/or tearing down early (exemption for 5pm) will result in restriction from future Manhattan Chamber of Commerce events.

For questions regarding the event, please email chamber@manhattan-il.com or leave a message on the Chamber voicemail at 815-478-3811 and we will return your call as soon as possible.

Thank you,
Mandie Wade
Manhattan, IL Chamber of Commerce Administrative Assistant

I (We) hereby contract for space(s) at the Manhattan Chamber of Commerce Craft and Vendor Fair on Saturday June 11, 2022 at the Manhattan Park District Heritage Fest Craft Show outdoor venue. Appropriate fees must accompany the signed contract.

To guarantee that all exhibitors will be included in advertising and promotional materials the registration deadline is **JUNE 4, 2022**. Booths will be assigned on a first come, first-served basis with a consideration given to overall product mix and consumer needs. Return the signed contract and appropriate fees, make checks payable to the Manhattan Chamber of Commerce.

BOOTH SPACE IS APPROXIMATELY 10' x 10' - \$40 per show for non-Chamber members.

BOOTH SPACE IS APPROXIMATELY 10' x 10' – FREE for Chamber members.

If you wish to become a Chamber Member, the application is attached to this application as well.

For Layout purposed please describe your business/craft items (use back side if needed):

There will be **NO** Tables or Chairs provided, you must provide your own. Please indicate if you will bring a tent.

Please PRINT

Name: _____

Business Name: _____

Address: _____

Email address: _____

Phone: _____

FB/Web/Instagram: _____

Bringing a Tent: Yes or No

Authorized Signature: _____ Date: _____

Submit to:

Manhattan Chamber of Commerce

PO Box 357

Manhattan, IL 60442

chamber@manhattan-il.com

No goods or services other than those specified above shall be exhibited, and no business of any other nature shall be transacted. The undersigned exhibitor agrees that it will, at all times after the date of the agreement, Manhattan Chamber of Commerce, Manhattan Park District, and the Village of Manhattan harmless and keep said indemnified (a) from and against all costs, claims, expenses and damages, including export and attorney's fees, arising from the operation by the Exhibitor of a booth at and of the above events and (b) by reason of any action or other proceeding which shall or may be brought or instituted against the said Manhattan Chamber of Commerce, Manhattan Park District, and the Village of Manhattan for or in respect to operation of said booth at said Event concerning its stock in trade, effects and premises or for or in respect of the recovery of the several sums of money which might be due and owing from the exhibitor in respect of their operations including all cost, claims expenses and damages. The Manhattan Chamber of Commerce reserves the right to restrict any vendors for noncompliance and/or behavior that distracts from the integrity of the craft and vendor show without refund. No refunds will be given (including weather) for cancellations, except for the show being cancelled due to state Covid regulations. No call/No show and/or tearing down early will result in restriction from futered Manhattan Chamber of Commerce event.

Date received: _____ Fee paid: _____ Booth Number: _____