

MIRACLE ON MAIN ST.

Artist Vendor Application



Application & Payment Deadline: November 1st, 2023 (\$25)

Event Date: Saturday, December 2nd, 2023 from 3-6:30pm

Applicant Name(s) _____

Business Name _____

Business Address _____

City _____ State _____ Zip Code _____

Phone # _____ Cell # _____ Fax # _____

Email Address _____ Facebook _____

Website _____

All items must be personally made by the applicant, and the resale of items purchased elsewhere, or sale of commercially made items, is strictly prohibited. Please provide a brief description of the hand crafted items which will be available for sale at the Miracle on Main Street event:

Electricity will not be available. Are you looking to bring a generator? Yes / No



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WAIVER AND LIABILITY AGREEMENT

Hold Harmless. The vendor agrees to hold the Village of Lake Zurich, its directors, staff, employees, representatives, agents, and volunteers harmless against all claims and damages that vendors or others may sustain as a result of direct or indirect action of the vendor or any agent of the vendor in connection with the vendor's participation in the event. The vendor will not hold the Village of Lake Zurich or its agents responsible for any claim, loss, or injury arising in any fashion from vendor's participation in the event and will indemnify Village of Lake Zurich against any such loss or claim. Risk of Injury. Vendor assumes the full risk of any illness and personal injuries of any kind and all damages or losses of any kind which it or its employees may sustain arising out of or relating to the vendor's participation in the event. Waiver of Claims. All vendors agree to waive and relinquish any and all claims or causes of action of any kind that it or its officers, employees, volunteers, and agents may have against the Village of Lake Zurich and the Village Affiliates arising out of or relating to the event. Release from Liability. All vendors fully release and discharge the Village of Lake Zurich and the Village Affiliates from any and all claims or causes of action of any kind, including but not limited to illness, injury, death, damages or losses of any kind which the vendors, the vendors' business or its officers, employees, volunteers, agents, patrons or members of the public may have or which arise out of or relate to the event.

PAYMENT & REQUIRED DOCUMENTS

Admission will be determined by the Village of Lake Zurich staff and based on the best interests of the Miracle on Main Street event. Confirmation of acceptance will be sent to all accepted vendors via email no later than November 5, 2023.

- Miracle on Main Street vendor applications and \$25 payment can be completed on-line (invoice with on-line pay instructions to be created and sent upon receiving application), printed and dropped off in person, scanned and emailed, or mailed to the address below along with payment. Please make checks payable to Village of Lake Zurich. If emailing your application, payment shall be received in the office or made online, no later than November 1, 2023.

Village of Lake Zurich
200 S. Rand Road, Lake Zurich, Illinois 60047
Attn: Bonnie Caputo – Miracle on Main Street
E: Bonnie.Caputo@lakezurich.org

- Please invoice me for the vendor fee with instructions regarding on-line payment.

Yes, I would like to participate in the 2023 Miracle on Main Street event, and hereby agree to sell or offer for sale at the Village of Lake Zurich Miracle on Main Street event only such items which are listed on the application. I/We swear that all information is correct and complete to the best of my/our knowledge. I/We at this moment affirm that I/we have read and understand the RULES OF OPERATION and agree to abide by all rules that have been established for the operation of the Lake Zurich Miracle on Main Street event. I/We acknowledge full responsibility for all activities and conduct. I/We further acknowledge full responsibility for all activities conducted throughout the term of this permit and agree to hold the Village of Lake Zurich harmless and to indemnify the Village of Lake Zurich from any and all claims arising under this permit. I/We also affirm that I/we carry an insurance policy that will protect against liability and that I/we shall carry proof of said insurance when attending the Village of Lake Zurich Miracle on Main Street event. Enclosed with this is my completed application.

For Office Use Only:

Date Registration Received

Electricity

Certificate of Insurance

Payment Amount

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ARTIST VENDOR INFORMATION

- Applications will be accepted on a first come, first serve basis.
- Incomplete, partial, unsigned, or applications without the full vendor fee will not be accepted. Late documents and payments will not be accepted.
- Submittal of an application does not guarantee approval as an Miracle on Main Street vendor. All submitted applications will be reviewed, and applicants will be contacted by email about their status no later than November 5, 2023.
- If you are NOT chosen as a vendor, your \$25 fee will immediately be returned to you.

Once accepted as a Miracle on Main Street vendor, applicants shall obtain and submit the following administrative documents no later than November 1, 2023:

- Copy of your current certificate of insurance showing general liability of at least \$1,000,000 per occurrence, and naming the Village of Lake Zurich as an additional party insured.

VENDOR SPACE

A vendor rental space is the equivalent of 2 standard parking spaces, approximately 20' x 20'. All items and equipment shall fit into and remain within that space. Items outside that area are subject to removal. Location will be assigned at the sole discretion of the Village of Lake Zurich and will be dependent on Village regulations, pedestrian flow, and optimal layout of the event.

- Vendors are responsible for providing their own equipment including, but not limited to, a tent/weights, tables, chair, cooking equipment, inventory, etc.
- The sidewalk behind each vendor shall be kept clear for foot traffic. All boxes, supplies, etc., need to be kept within your space.
- Vendors are not allowed to consume alcoholic beverages during event hours.
- Vendors shall remain open during the entire event and may not close down until 7 PM. Vendors are expected to make adequate preparations to serve the community throughout the whole event.
- Vendors are not allowed to walk the street selling their items.
- Vendors are not allowed to change their items for sale that was submitted on their application without prior approval from the Village of Lake Zurich staff.
- A vendor may not transfer their space to another vendor without the prior written permission of the Village of Lake Zurich Recreation Manager.

VENDOR SET-UP

- Main Street will be closed to traffic beginning at 11 AM and vendors will begin arriving at 12 PM Vendors may not enter the area or begin setting up prior to the closing of Main Street. This includes businesses located on Main Street.
- Vendors will receive written information prior to the event detailing when and where they should check in and when they may begin setting up.
- All vendors shall be set up and ready for inspection by Village of Lake Zurich and Lake County government authorities no later than 2:30 PM