



Return application to:  
Manteno Oktoberfest  
Street Vendor Application  
P.O. Box 577  
Manteno, IL 60950

## 2019 STREET VENDOR APPLICATION

MAIN STREET, MANTENO  
SEPTEMBER 26-29

VENDOR APPLICANT: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

### BOOTH SPACE

10'dx15'w \_\_\_\_\_ \$150 \_\_\_\_\_ \$75 Chamber member \_\_\_\_\_ \$25 Nonprofit \_\_\_\_\_ Total booths

Do you require electrical hookup? Yes \_\_\_\_\_ No \_\_\_\_\_

WHAT ITEMS OR PRODUCTS WILL YOU SELL? *Please list your items below or attach list to this application or provide a general description of your product.*

ITEMS/PRODUCTS SOLD: \_\_\_\_\_

All items listed must be included for your application to be complete. Application must be received before August 26, 2019 for approval. Only complete applications will be considered. All vendors will be notified by September 9, 2019.

- \_\_\_\_\_ Manteno Oktoberfest Street Vendor (non-food) Application
- \_\_\_\_\_ Acknowledgement of Manteno Oktoberfest Rules and Regulations
- \_\_\_\_\_ Certificate of Insurance **(REQUIRED)**
- \_\_\_\_\_ Payment of booth space and additional requirements as listed above

The undersigned has read the rules and regulations, which are part of this contract, and by signature below agrees to adhere and abide by all the terms and conditions outlined in this contract. This agreement shall be construed pursuant of the laws of the State of Illinois.

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Questions? Contact Laura at [mantenooktoberfeststreetvendor@gmail.com](mailto:mantenooktoberfeststreetvendor@gmail.com) or (815) 370-0124

MANTENO OKTOBERFEST

2019 DATES/TIMES/FEES  
STREET VENDORS (NON-FOOD)  
MAIN STREET, MANTENO  
SEPTEMBER 26-29



SET UP INFO

STREET VENDORS (Non-Food items)

Friday, September 27

9:30 am .....All street vendors must arrive with set up complete by 1pm.

Please enter festival at Division and Main Streets OR at alley off of First Street to the Square on Second. Unload in a timely manner and remove your vehicle at Third and Main Streets. No one will be allowed to park on Main Street.

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STREET VENDOR HOURS OF OPERATION

Friday, September 27.....**2pm**-8pm  
Saturday, September 28.....**12pm**-8pm  
Sunday, September 29.....12pm-5pm

OKTOBERFEST HOURS OF OPERATION

Thursday, September 27.....5pm-10pm  
Friday, September 28..... 2pm-12am  
Saturday, September 29 .....12pm-12am  
Sunday, September 30.....12pm-5pm

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BOOTH INFORMATION:

Street Vendors (Non-Food)

**10'dx15'w** Non-Member.... \$150  
Chamber ..... \$75  
Nonprofit..... \$25

Electric *is* included with the price of the booth.

Questions? Contact: Laura: [mantenooktoberfeststreetvendor@gmail.com](mailto:mantenooktoberfeststreetvendor@gmail.com) or (815) 370-0124

# 2019 STREET VENDOR RULES AND REGULATIONS

MAIN STREET/THE SQUARE ON SECOND, MANTENO  
SEPTEMBER 26-29



Please complete the application form and submit required documents with a return date no later than August 26, 2019. All booth spaces will be reserved on a first come, first served basis and by the discretion of the committee.

### Insurance Certificates

- Certificate of Insurance
  - **It is the vendor's responsibility to provide** a Certificate of Insurance verifying current Commercial General Liability (including product and completed operations liability) with a minimum line of \$1,000,000 per occurrence.
  - Certificate of Insurance must include the **following insured's for this event:**
    - The Village of Manteno
    - Manteno Oktoberfest, Inc.
  - Certificate of Insurance must be returned with your application.

### Rules and Regulations

- The Manteno Oktoberfest Committee and the Village of Manteno will not be held responsible for any loss of goods or damage to property, or be responsible for any injuries to vendors.
- The Manteno Oktoberfest Committee reserves the right to reject any application request. Full payment will be returned with any rejected application.
- All vendors will receive a notice of acceptance or denial of requested space from the Manteno Oktoberfest Committee.
- **Street vendor spaces are 10'dx15'w.**
- **Vendors may not pack up and depart during general festival hours.**
- Location requests are considered but not guaranteed.

- All vendors must furnish their own shelter, tables, chairs, extension cords, and water hoses. All equipment must fit inside your booth space.
- Vendors may sell only items approved in their applications.
- Supply trailer parking is strictly prohibited on Main Street or within boundaries of festival.
- There will be no refunds for cancelling any application.
- There will be no refunds for inclement weather.
- There is a maximum 10 amps electric/110v per booth space where electricity is available. Vendor must provide damage-free, grounded extension cord rated for outdoor use.
- Absolutely no electric space heaters allowed.

The undersigned has read the rules and regulations, which are part of this contract, and by signature below agrees to adhere and abide by all the terms and conditions outlined in this contract. This agreement shall be construed pursuant of the laws of the State of Illinois.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_