

LOCKPORT OLD CANAL DAYS
P. O. BOX 31
LOCKPORT, IL 60441
815/838-4744

JUNE 20, 2009 10 A.M.-6 PM
JUNE 21, 2009 10 A.M.- 5 PM
lockportcanaldays.com
b.bond@homerhorizon.com

CONDITIONS OF PARTICIPATION

1. A COMMUNITY FESTIVAL

Lockport's 37th Annual LOCKPORT OLD CANAL DAYS FESTIVAL is a major event showing the community's unique historical heritage and spirit. How many Festivals can boast this number of years? Participating clubs, organizations, artists, craftsmen and vendors are to operate to operate their booths and are not to advertise or promote a commercial business.

2. INSURANCE COVERAGE

All participants must have their own liability insurance coverage. Lockport Old Canal Days Committee and the City of Lockport assume NO liability in the event of accident, injury, fire, damage, inclement weather, theft or any other reason. No coverage is offered by the Lockport Old Canal Days Committee or the City of Lockport. The Lockport Old Canal Days Committee and the City of Lockport shall be named as an additional insured on your insurance policy.

3. YOU AND THE LOCKPORT OLD CANAL DAYS THEME

Events, activities and life style during the Canal Era (1837-1914) can be incorporated into your booth to attract interest, customers and sales. Promoting any Canal Era activity lends strong support to the purpose of the Festival. **Suggestive or obscene articles, weapons or drug paraphernalia are not allowed and display of same will result in your contract being terminated and you will be asked to leave. If you are playing music in your booth and it is too loud and offensive to adjoining vendors and visitors you will be asked to turn it down or leave.**

4. ADVERTISING DURING LOCKPORT OLD CANAL DAYS

Amid all other activities, we know you want to be noticed. These ideas will guide visitors to your space location.

- A. Flyers that you pass out in the area.
- B. Flyers left at the Information Booth with your name, Block Number & Space Number.
- C. Large & colorful signs at your space location.
- D. Attractively decorated space and clever display of items.

5. PUBLICITY

Participants may release their own publicity to their local newspapers. However, the overall responsibility for widespread news and other media will be handled by the Lockport Old Canal Days Committee, which is in the best interest of the total Festival.

6. SPECIFIC CONDITIONS FOR AREA A, ARTS & CRAFTS

A. HANDMADE ITEMS ONLY. All Arts & Crafts participants must be artists or craftsmen. No commercial craft outlets, mass-produced items or craft kits will be allowed in this area. This area is a juried area for arts & crafts, woodworking, fine art and folk art. Lockport Old Canal Days Committee has the right to change your location or terminate your contract if information provided is not correct. The judges will exclude anyone selling anything other than handmade items in the Arts & Crafts area. No refunds will be made for any reason without Lockport Old Canal Days Committee approval.

B. Each artist or craftsman must submit with the contract at least 1 color photograph that clearly shows the work in detail, AND 1 color photograph showing the booth display. If you wish your photographs returned you must provide a self-addressed stamped return envelope.

C. The Lockport Old Canal Days Festival is an OUTSIDE Festival. Setup is on City streets and parking lots with back of booth against the curb. No setup prior to 8:00 a.m. because of City of Lockport Noise Ordinance, strictly enforced by the Police Dept. Space provided is 10' x 10', and nothing else. Participants will

be allowed to leave their booths up Saturday night. A Security patrol is provided, but not guaranteed. Selling from a motor vehicle is prohibited. **NO VEHICLES ARE ALLOWED TO BE PARKED NEAR YOUR ASSIGNED BOOTH. AFTER UNLOADING, VEHICLES ARE TO BE MOVED TO A STREET ADJACENT TO THE FESTIVAL.**

D. Craft demonstrations are encouraged.

E. Lockport Old Canal Days reserves the right to determine the type and number of participants in all areas.

F. All participants are responsible for keeping their area neat and clean.

G. Vendors may not have dogs in their booth. Dog bite cases have happened.

H. Collection, reporting and payment of Illinois Sales Tax is solely the responsibility of the participant.

7. **SPECIFIC CONDITIONS FOR AREA B – FLEA MARKET**

A. Dealers must submit with the contract at least 1 color photograph that clearly shows what they sell, AND 1 color photograph showing the booth display. If you wish your photographs returned you must provide a self-addressed stamped return envelope.

B. The Lockport Old Canal Days Festival is an OUTSIDE Festival. Setup is on City streets and parking lots with back of booth against the curb. No setup prior to 8:00 a.m. because of City of Lockport Noise Ordinance, strictly enforced by the Police Dept. Space provided is 10' x 10', and nothing else. Participants will be allowed to leave their booths up Saturday night. A Security patrol is provided, but not guaranteed. Selling from a motor vehicle is prohibited. **NO VEHICLES ARE ALLOWED TO BE PARKED NEAR YOUR ASSIGNED BOOTH. AFTER UNLOADING, VEHICLES ARE TO BE MOVED TO A STREET ADJACENT TO THE FESTIVAL.**

C. Limit of 2 spaces since Flea Market area is small.

D. Dealers may sell collectibles and antiques.

E. Lockport Old Canal Days reserves the right to determine the type and number of participants. Only 1 booth of each home party plan is permitted.

F. All participants are responsible for keeping their area neat and clean.

G. Vendors may not have dogs in their booth. Dog bite cases have happened.

H. Collection, reporting and payment of Illinois Sales Tax is solely the responsibility of the participant.

8. **SPECIFIC CONDITIONS FOR AREA C – CLUB FUND RAISER**

A. Non profit organizations or clubs may set up their own booth and use its own manpower. Clubs hosting a fund raiser are to donate 7% of their gross receipts to Lockport Old Canal Days. These monies will be collected at the close of the Festival on Sunday, June 21, 2009 at 5:00 p.m. by Lockport Old Canal Days Representatives.

B. All participants are responsible for keeping their immediate area neat and clean. Participants vending food products must request a Food Participation Contract, and will be provided Will County Health Department information outlining regulations governing the operation of your booth. All participants vending food products must provide their own refuse containers lined with plastic bags. Do not place your garbage in City garbage containers provided for Festival visitors. Place your garbage beside any City container for pickup. If you have questions prior to the Festival regarding sale of food, you may contact the Will County Health Department directly. Read the entire brochure to determine its application to your booth. A representative from the Will County Health Department will visit your booth early Saturday morning. If your booth does not conform to the Health Department regulations, you will be asked to leave.

9. **INFORMATION FOR ALL AREAS.**

A. **ALL PRIVATE VEHICLES MUST BE MOVED TO A STREET ADJOINING THE FESTIVAL AFTER UNLOADING.**

B. A table sign will be mailed with your space confirmation. This sign must be displayed prominently in your booth at all times. If you misplace your sign, a duplicate can be issued for \$1.00 with a copy of your contract.