

vendor regulations

Deer Path Art League • 65th Annual Art Fair on the Square • Labor Day Weekend • September 1 & 2, 2019

1. Tent, Signage and Booth Display

- Vendors are provided with a 10x10 standard booth space with limited surrounding space.
- Vendors are required to use a 10x10 tent or a preapproved display or cart, discussed with the Art Fair on the Square Committee. Each tent pole must be sufficiently weighted to withstand strong winds. We recommend using no less than 40lbs of weight per pole. We strongly discourage the use of easy-up/pop-up tents. All cables need to be properly taped or covered to prevent any injury.

2. Music

Vendors are requested to keep music levels to a minimum. Excessive noise levels can be disruptive to the other vendors and artists trying to conduct business.

3. Fire Safety Compliance

All vendors are responsible for educating themselves and following local and state fire department compliance. Open flames are NOT permitted under your tent. The City of Lake Forest is requiring each vendor to have a small fire extinguisher in their booth. The Fire Marshal of Lake Forest, IL has provided the following:

The State of Illinois has adopted NFPA 101 Life Safety Code 2000 edition as the required minimum standard throughout the state. Chapter 11 section 11.11 covers tents and their requirements. The requirements are as follows:

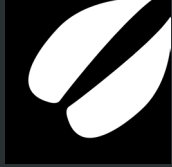
Section 11.11.5 Fire-Extinguishing Equipment. Portable fire extinguishing equipment of approved types shall be furnished and maintained in tents in such quantity and in such locations as directed by the authority having jurisdiction.

The authority having jurisdiction is the Fire Department representing the City of Lake Forest. We require an extinguisher that shall be an ABC (Multipurpose Dry Chemical) a minimum of five (5) pounds.

Please be prepared to comply with city codes. If you do not already own a fire extinguisher that meets city requirements, you can find one at your local Home Depot.

4. Emergency Plan of Action

In the event of severe weather and high winds, the Lake Forest Police will notify the Deer Path Art League and we in turn will notify the vendors and the public. The Deputy Chief of Police recommends that in such an event, vendors and guests should go to their cars and leave the area or proceed to the train station or to the Gorton Community Center for shelter, 400 E. Illinois Road.



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5. Check in and Set-up

- Set-up begins at 4:00am, Sunday morning, allowing a 6-hour window before start of the show. Once in the show area, the flow of traffic is **ONE WAY** from **SOUTH** to **NORTH** – no exceptions! Vendors will be provided with a traffic map and are required to abide by our traffic directions.
- Vendors must unload their equipment and are required to move their vehicle within a timely manner to allow other vendors to access their booth locations.
- Vendors must park in the North Lot of the Train Station. Any other location will cause parking issues for patrons. Please locate Jillian Chapman to check in.

6. Break down

The traffic pattern for breakdown is the same – **ONE WAY** from **SOUTH** to **NORTH**. Please have your booth packed up before bringing your vehicle in for loading. You may not park your vehicle beside your space while you dismantle your entire space. Absolutely no vehicles will be allowed within the show area until 5:30 pm. ALL vehicles must exit North off of Western Avenue.

7. Trash

Vendors are responsible for the disposal of all trash in the on-site dumpster ONLY. Due to their limited capacity, trash may not be placed in or piled near trash receptacles used by festival visitors. Vendors must leave their area as clean as it was when they arrived. Failure to do so may result in fines and/or exclusion from future Deer Path Art League events.

The undersigned acknowledges that I have read and understood the Deer Path Art League 65th Annual Art Fair on the Square show regulations. It is understood by signing, I consent to these regulations and comply with the above terms.

Name _____ Date _____