



vendor form

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

vendor information

Company Name _____

Contact Name _____

Mailing Address _____

City _____ State _____ Zip Code _____

Email Address _____ Phone _____

\$500.00 Fee is required with submission of this application to reserve your space for the 65th Annual Art Fair on the Square. Proof of special events insurance is required before August 1, 2019. Please review the Vendor Requirements form provided with this application. Electricity can be made available for all vendors. Please contact us directly for more information.

Name as it appears on Card or Check _____

Credit Card or Check Number _____ Expiration Date _____

Signature _____ Date _____

Please send this form along with your payment to:
Deer Path Art League, 400 E. Illinois Rd, Lake Forest, IL 60045



vendor requirements

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1. Food License and Permits

All vendors are required to obtain the required licenses from the respective municipality and provide a copy for the Deer Path Art League.

2. Health Department and Fire Safety Compliance

All vendors are responsible for educating themselves and following local and state health and fire department compliance. Open flame cooking is NOT permitted under your tent. If you will be cooking with an open flame, it is your responsibility to request extra space to allow this to occur outside your tent. All grills/hot surfaces must be sufficiently enclosed/shielded from the public.

3. 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 display/cart preapproved by the Art Fair on the Square Committee. All vendors are required to provide their own signage and menus.
- 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.

4. 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 artists 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.

5. 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.

5. 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.