

Prairie Days Vendor Registration

September 8th & 9th 2018

Please fill out completely, sign and return by August 31

Vendor Name: _____

Phone: _____ Email: _____

Address: _____

City: _____ State: _____ Zip Code: _____

- Are you CCHS member? Yes/ No
- Are you demonstrating a craft (Blacksmithing etc)? Yes/ No
- Are you selling items? Yes / No

If yes, what items are you selling? _____

For vendors who are selling items: Booth spaces for **Non-Members** \$25 for 2 days or \$15 for 1 day. If Electricity is needed please add \$10 for both days. **CCHS members** \$15 for 2 days. If Electricity is needed please add \$5 for both days. Each space has a 10-foot frontage.

- How many days will you be in attendance? _____
- Number of booths needed _____
- Total registration due (if selling items) \$ _____

Please indicate any needs (electricity, shade, etc.): _____

**Please return pages 1 & 3 with payment by
August 31st.**

KEEP PAGE FOR REFERENCE-QUESTIONS 217-824-6922

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Vendor and demonstrator guidelines for each day:

Setup and Cleanup: The Christian County Historical Society & Museum will be known from here forward as CCHS. Vehicles may be driven to your booth site and unloaded. After unloading vehicles must be moved to parking area. Spaces will be assigned in order of registrations received. All participants are expected to keep their booth area clean and trash-free. Booth sites are to be dismantled no earlier than 3:00pm each day (unless arrangements made prior with the CCHS office to leave booth display up for the second day). All vehicles and trash are to be removed by the exhibitor or vendor. Any items or otherwise left after 4:00 pm on Sunday will be disposed of by CCHS unless other arrangements were made with the CCHS office. CCHS is not responsible for any lost or stolen items. Pets are allowed, but must remain on a leash at all times. Pet owner will be responsible for any harm done to others or to CCHS property by said pet. The vendor or exhibitor must bag up and dispose of any animal waste properly.

Vendors: This is an outdoor event and tables and chairs are not provided. Drinks and lunch will be available onsite for purchase. Restroom is located in the Pence Building (glass front office) and there may also be Pota Potty's onsite. Vendors may sell crafts, baked goods, antiques, homemade items such as clothing, lotions, or candles and home party goods (no adult novelty items please). If you have a question about an item you will be selling, please contact CCHS. Home party companies are limited to one consultant per company at this event and space is reserved by payment. **RAFFLE item, we ask that each vendor donate an item valued at between \$5-\$10 for CCHS to raffle off at the end of the day. You are welcome to hold additional drawings at your booth.**

Artisans and Demonstrators: There will be no fee for any person or group that will teach a craft (blacksmith, quilters etc.). Please call CCHS's office directly 217-824-6922 if you have an item you want to demonstrate so that we can discuss how it might fit into the daily schedule.

Items not allowed: The following are items that are NOT allowed for sale: home canned food, eggs, perishable foods, adult novelty items, silly string, or exploding items. If you are selling from a home-based business that has its own bylaws or rules, it is your responsibility to abide by them. By signing below you the vendor/demonstrator understands that the CCHS rules supersede overall and we reserve the right to remove any vendor that does not follow these rules.

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I, _____, agree to follow the guidelines set forth on page 2 of this contract and I also understand that the Christian County Historical Society & Museum at 325 Abe's Way, Taylorville, IL 62568, also known as CCHS, its board of directors, members and employees are not responsible for any loss, theft, weather conditions, acts of God or damage to any items being sold or that are in my personal possession. I hereby acknowledge that I owe \$_____ for booth rental (and electricity if needed) and will remit the total sum by Friday, August 31st, 2018 or forfeit my booth space. Should I be unable to attend, I understand that I will forfeit my booth fee as a donation to CCHS.

Vendor's Signature

Date

*Please return with your cash or check to
Christian County Historical Society & Museum
P.O. Box 254
Taylorville, IL 62568
Or drop off at the Pence Building at CCHS
325 Abe's Way (Rt 29 & Rt 48 in front of the SUPER 8 Motel)
Question 217-824-6922
More details on our Facebook Events Page
<https://www.facebook.com/Christiancountyhistoricalsociety/>*