

# Lisle Eyes to the Skies Festival CORPORATE VENDOR APPLICATION 2012

www.eyestotheskies.org

**Business Name (s):**

\_\_\_\_\_

**Contact Person:** Last: \_\_\_\_\_ First: \_\_\_\_\_

Contact Person's Business: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Phone: (\_\_\_\_\_) \_\_\_\_\_ ext. \_\_\_\_\_ FAX: (\_\_\_\_\_) \_\_\_\_\_

Cell Phone: ( ) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

Website: \_\_\_\_\_

**Name & Cell Phone of representative(s) that will be on-site and staffing\* the booth:**

\_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_

**\*The above-mentioned business' representative must adequately staff the booth completely during the event's advertised show hours.**

**What SALES / PROMOTIONS / PRODUCT SAMPLING will be offered to our patrons?**

\_\_\_\_\_  
\_\_\_\_\_

## **CORPORATE VENDOR BOOTH OPTIONS:**

### **CORPORATE BOOTH SIZES / RATES**

(Please check the requested Booth Information.)

### **BOOTH INFORMATION:**

**FESTIVAL IS OUTDOORS: June 29<sup>th</sup> from 3pm to 11pm, June 30<sup>th</sup> and July 1<sup>st</sup> 11am to 11pm**

\_\_\_\_\_ Exhibitor will provide own white canopy tent

\_\_\_\_\_ Exhibitor will Rent a tent from festival, \$200 for the weekend.

### **BOOTH SIZES:**

\_\_\_ 10' X 10' - \$1,500.00    \_\_\_ 10' X 15' - \$2,500.00    \_\_\_ 10' X 20' - \$3,500.00

**Make checks payable to: Lisle Eyes to the Skies Festival**

**Total Check/Money Order Amount** \_\_\_\_\_ **Check Number** \_\_\_\_\_

**Do you need electrical hookup(s)?** \_\_\_\_\_ YES \_\_\_\_\_ NO    **Do you need water hook up?** \_\_\_\_\_ YES \_\_\_\_\_ NO

Heavy duty 3-wire grounded extension cords are required. No two-wire extension cords are

allowed. Be prepared to run extension cords overhead or underneath as much as 50'.

**Representative Signature:** \_\_\_\_\_ **Date:**  
\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**Mail application with payment to: Lisle Eyes to the Skies**  
**4745 Main Street, Suite 101 Lisle, IL 60532**

**QUESTIONS?**

**Ph: 630.541.6095**

**Email: bradhettich2@yahoo.com**

[www.eyestotheskies.org](http://www.eyestotheskies.org)

**A. BOOTH FEES**

Booth rental fees must be paid with the application and are deposited upon receipt. Fees are non-refundable.

**B. CHECK-IN / SET-UP DAY: Thursday, June 28, 2012, 3 p.m. – 8:00 p.m.**  
**(Check in on Festival Grounds, 1800/1825 Short Street, Lisle, IL)**

1. Exhibitors are required to remain setup AND STAFFED, during the Festival hours all (3) days of the event.
2. For safety purposes, vehicles are not allowed in the marketplace during show hours. Bring dollies to transport merchandise from Festival parking lots!
3. June/July weather can bring 90 degrees and sunshine and could bring severe storms and cold weather. Be prepared for inclement weather. Bring covers, tie-downs and weights.
4. Past experience has shown that ample inventory to support a minimum of 30,000 people in (3) days are needed to create an adequate display and satisfactory results.
5. The Lisle Eyes to the Skies Festival reserves the right to remove any display which might be objectionable to the average viewing public and reserves the right to make final interpretation of all conditions which may apply. **Booth appearance must be in harmony with the festival, which is a family event.**
6. Absolutely no drug paraphernalia or illegal substances are permitted in exhibitors' booths.

**C. INSURANCE**

**1. Applicant/Corporate Vendor is required to carry their own Special Event and Product Liability Insurance Coverage, at their expense. Proof of coverage must be submitted with the attached application form and booth rental check.**

**D. BREAK DOWN**

1. Break down will be after 11 p.m. on Sunday.
3. No vehicles are allowed on the grounds until after advertised show hours **and** festival management officially closes the show. No vehicles can enter until the police and security have cleared the street and all of the public is gone.

**E. MISCELLANEOUS**

1. Because the Festival must comply with both health and fire regulations and is inspected by those agencies on a daily basis, Coordinators have the right to make appropriate booth location changes to adhere to those regulations.
2. Exhibitor's children must be under adult supervision at all times while on the grounds.
3. ONLY trained service animals are permitted on Festival grounds.
4. Exhibitors are responsible for cleaning their own booth space daily.
5. The Eyes to the Skies Festival is staffed entirely by volunteers. Please give our volunteers courtesy and respect when requesting Festival services. Any exhibitor behaving in a disrespectful manner toward volunteers will be asked to leave the grounds (without refund) and will not be invited back.
6. There will be both day and night security. However, The Eyes to the Skies Festival and affiliates will not be responsible for, or liable in any way, for damage to, including weather, or theft of exhibitor's items or person. If you wish to have your items insured,

they must be insured through your business policy.

8. The exhibitor agrees to hold The Lisle Eyes to the Skies Festival and affiliates harmless from any liability for damage to the person, or his employees or agents.

## **CORPORATE VENDOR APPLICATION CHECKLIST**

1. \_\_\_\_\_ Completed (Signed and Dated) Application, and
2. \_\_\_\_\_ Booth Rental Fee: **Make checks payable to The Lisle Eyes to the Skies**, and
3. \_\_\_\_\_ Proof of Special Event and Product Liability Insurance Coverage (see attached)

# **Lisle Eyes to The Skies Festival**

**IMPORTANT!**

## **Certificate of Liability Insurance Information**

**Must be mailed with application prior to May 1, 2012**

4745 Main Street, Suite 101 Lisle, IL 60532

Before you will be allowed to participate in the Lisle Eyes to the Skies Festival, you must submit proof of a Certificate of Liability Insurance with a minimum of \$1 million coverage for each occurrence.

**IMPORTANT: PLEASE CLEARLY IDENTIFY YOUR  
ON SITE FESTIVAL CRAFTER/VENDOR NAME ON  
THE CERTIFICATE.**

**The Certificate MUST name the following organizations as additional insured.**

- Lisle Eyes to the Skies Festival Committee  
4745 Main Street, Suite 102  
Lisle, IL 60532
- The Village of Lisle, its officers, employees or agents  
1040 Burlington Avenue  
Lisle, IL 60532
- The Lisle Park District, its officers, employees or agents  
1825 Short Street  
Lisle, IL 60532
- Lisle School District No. 202, its officers, employees or agents  
5211 Center Street  
Lisle, IL 60532

