



“UNIQUELY OREGON COMMUNITY SHOWCASE”

POLICIES AND PROCEDURES

- 1). The “Uniquely Oregon Community Showcase” will provide an opportunity for local licensed businesses and not-for-profit civic and charitable organizations based in the 61061 zip code to share information about products and services unique to the Oregon Community as part of the June 16, 2018 Rockin’ River Festival.
- 2). Space is limited to 20 exhibitors based in and operating within the 61061 zip code. Exhibitor requests from outside of the Oregon area will not be accepted nor may exhibitors co-sponsor an exhibit with a business or organization based outside of the 61061 zip code. **Applications are due by APRIL 1** and will be accepted on a first come, first served basis.
- 3). Exhibitor space is limited to a 10x10 space. Exhibitors must provide their own equipment (tent, tables, chairs, signage, etc.). **Electricity is NOT available.**
- 3). Each showcase exhibitor will pay a \$25 non-refundable deposit to the *Rockin’ River Fest*. This deposit must accompany the application. Exhibits will be located within the gated festival grounds.
- 4). Hours of operation will be 12 – 8 p.m. Showcase vendors may stay open later during the evening entertainment (ending at 11 p.m.) if they desire. All vendors must be operational by 11:30 a.m. and prior to the opening of the festival and remain open during the designated hours - NO EARLY TEARDOWNS ALLOWED. Vehicle entry and parking within the festival grounds is not permitted.
- 5). The *Rockin’ River Fest Committee* will be responsible for management of all festival operations including assignment of exhibitor spaces and approval of all items to be sold in this area. **All items to be sold must be listed on the exhibitor application form and pre-approved by the committee.** The committee reserves the right to reject any applications that do not meet the established guidelines and remove any items not in compliance with the festival rules and regulations.
- 6). Merchandise for sale in this area is limited to products produced in or promoting the Oregon area and unique to the specific business/organization. Examples: Oregon apparel items and Oregon promotional merchandise, locally produced soaps, etc. FREE give-away items/coupons promoting your business/organization are permitted. Vendors are responsible for managing all monies for sale of products featured in their exhibit area.
- 7). Prohibited items in this area include: Sale of raffle tickets, crafts, flea market and garage sale type items, antiques, consignment items, general merchandise for resale.
- 8). The *Rockin’ River Fest Committee* will be responsible for the supervision of the festival grounds and for promotion of events, including the Community Showcase. Each exhibitor will receive 2 complimentary gate entries to the festival. All other participants in the exhibitor showcase must pay the applicable gate fee (\$5 ages 13; \$3 ages 4 – 12; 3 and under Free). No exceptions.
- 9). All exhibitors must provide a Certificate of Insurance to the *Rockin’ River Fest Committee* **by JUNE 1. Any vendor not providing this certificate will forfeit their booth space and deposit.**
- 10). All vendors also agree to hold harmless the *Rockin’ River Fest Committee*, it’s Leadership team or any and all its designated representatives, the owners of property designated for use as the festival grounds, and the Officials and representatives of the City of Oregon for any losses, injuries, or damages that may occur as a result of participation in the *Rockin’ River Fest*.



UNIQUELY OREGON COMMUNITY SHOWCASE EXHIBITOR AGREEMENT

(Name of Business or Organization) _____ does declare that we are a licensed business or chartered not-for profit organization operating within the Oregon, Illinois 61061 zip code.

Our Business License or Not-for-Profit registration number is _____. We declare that we are the primary operator of our Community Showcase booth space and the producer/owner of products for sale in said booth.

We understand that all merchandise to be sold in our booth must be pre-approved by the Rockin' River Fest committee and that only unique items produced locally or promoting Oregon, IL will be permitted. We agree that failure to comply with this may result in removal of products from the exhibit area.

We agree to abide by the policies and procedures set forth by the *Rockin' River Fest Committee*. We understand that failure to comply with these policies and procedures may result in refusal of right to participate in this or future events.

We agree to supply a Certificate of Insurance to the *Rockin' River Fest Committee* by **JUNE 1** of the current year. If the certificate is not submitted on time, and notification to the *Rockin' River Fest Committee* has not been made, we understand that our designated booth space and deposit for said space will be forfeited.

We agree to have our exhibit open and attended during the designated festival hours. The *Rockin' River Fest Committee* shall be responsible for management of the festival and for setting forth policies and procedures believed to be in the best interest of the festival and its participants.

The *Rockin' River Fest Committee* shall be responsible for the supervision of the festival grounds, for management of all financial transactions, and for promotion of festival events, including the Community Showcase.

As a participating business/organization, we agree to pay a non-refundable booth deposit of \$25.00. This fee is to be paid at time the application to participate is made. We also understand that food vendor space is limited and reservations for booths will be accepted on a first-come, first served basis. In the event that vendor space is not available, we will have the option to be placed on a wait list or be entitled to a refund of the \$25 booth deposit.

We also agree to hold harmless the *Rockin' River Fest Committee* and its designated representatives, Oregon Chamber of Commerce, Oregon Together, property owners of the designated festival grounds, and Officials and representatives of the City of Oregon for any losses, injuries, or damages that may occur as a result of participation in the *Rockin' River Fest*.

Name of Business/Organization: _____

Signature of Designated Representative: _____

Title of Designated Signatory: _____ Date: _____

Business/Organization Address and Phone Number: _____

Deposit Paid: _____ Check Number: _____

**Complete and return with \$25 payment by APRIL 1 to:
Rockin' River Fest, P.O. Box 69, Oregon, IL 61061**

Rockin' River Fest Use Only: Date received _____ Received by: _____



**UNIQUELY OREGON COMMUNITY SHOWCASE
EXHIBITOR INFORMATION SHEET**

NAME OF BUSINESS OR ORGANIZATION: _____

NAME OF PRIMARY CONTACT PERSON: _____

PHONE # FOR PRIMARY CONTACT: Home or Business # _____ Cell # _____

EMAIL ADDRESS FOR PRIMARY CONTACT: _____

ADDRESS OF BUSINESS OR ORGANIZATION: _____

CITY: _____ STATE _____ ZIP CODE _____

BUSINESS OR ORGANIZATION'S WEBSITE ADDRESS: _____

BUSINESS OR ORGANIZATION TAX ID or LICENSE #: _____

LISTING OF ANY ITEMS TO BE SOLD (Restrictions Apply. All items to be sold must be pre-approved by the Festival Committee)

PLEASE RETURN WITH \$25 EXHIBITOR FEE BY APRIL 1 TO:

ROCKIN' RIVER FEST, P.O. BOX 69, OREGON, IL 61061

Please make check payable to: Rockin' River Fest
