



# 2024 Vendor Participation Packet

# Vendor Information Packet

## Event Description

On June 8, 2024 Will County Habitat for Humanity (WCHFH) will host its second annual event, The Will County Beer & Bourbon Fest presented by Blue Ribbon Products at Hollywood Casino, Joliet. This event will take place outdoors in the parking lot.

Will County Breweries, the Illinois Craft Brewers Guild, Community Sponsors and the Joliet Bourbon Club, are collaborating with Will County Habitat for Humanity to make a lasting difference in our community by supporting WCHFH Veteran Build Programs. This is a fun and exciting series of events that brings the community together to build a home for a veteran and their family.

A safe and stable home is vital for the success of a family. Homeownership allows families to save more, invest in education, live in healthier environments and have more financial stability. Supporting this project not only helps a family, it is an investment in our community.

The Will County Beer & Bourbon Fest is one of the events of the series. It is a fun-filled event that will feature craft beer and Bourbon samplings, food trucks, VIP area and merchandise vendors. This event is targeted to be a multi-generational event.

## Deadline for Submission- Friday, May 10th

The final deadline for submission of vendor applications must be received by the event coordinators no later than Friday, May 10, 2024, at 5:00PM. After receipt of your electronic vendor interest form, you will be notified by WCBBF event coordinators, by email, if your participation in the fest is approved. Upon approval, follow up documentation forms will be emailed to you for your execution, in addition to the submission of required vendor fees. Space is limited and available on a first-come first-served basis.

For further information or questions contact:

Melissa Gianakopoulos  
Special Events Manager  
mgianakopoulos@habitatwill.org

## **Booth Guidelines**

Booth Space is 10 x 10; all vendors will receive (1) 6ft. table and (2) chairs. Should the vendor have a set up that they would want to use, a picture would need to be provided. Prior approval would need to be granted. Displays must be professional, attractive, and unique. All items must be self-contained and completely within the booth space. If you need additional space, you will be required to rent a second booth space.

## **Insurance**

Vendors must carry liability insurance and list Will County Habitat for Humanity. The wording should be listed as follows:

***Will County Habitat for Humanity, Hollywood Casino their directors, officers, agents, sponsors, volunteers, servants and employees, the Will County Beer & Bourbon Fest are made additional insured, but only in so far as the operations under this contract.***

**2415 McDonough Street Joliet, Illinois 60436**

## **Permits**

Food vendors must comply with all Will County Health Department regulations.

## **Electrical**

Electrical hookups may be available by request. Upon application approval, additional fee may apply. Electricity is limited and guaranteed on a first come-first served basis. All vendors are responsible for the supply of their own damage, free, heavy duty, three prong grounded, and outdoor rated extension cords.

No generators are allowed without prior approval from Will County Beer & Bourbon Fest.

## **Set-Up**

The Will County Beer & Bourbon Fest set up time will be issued upon approval of application and fees are received.

## **GENERAL INFORMATION & REGULATIONS**

1. Will County Beer & Bourbon Fest will proceed as scheduled rain or shine. In the case of substantial rain or extreme weather, the event coordinators may decide to cancel the event and will promptly notify vendor to begin closing and breaking down booths. If the event is cancelled prior to the day of the event, a committee planning member will contact the person noted on your vendor application.
2. If the vendor is unable to participate in the festival, the vendor is expected to notify the event coordinator (listed on page #2) as soon as possible and no later than June 1, 2024. **NO REFUND OR CREDIT WILL BE GIVEN TO ANY VENDOR WHO DECIDES NOT TO PARTICIPATE FOR ANY REASON.**
3. Booths are not to be shared or subleased.
4. Vendors are only permitted to sell the merchandise items on the vendor's application that were approved by the Will County Beer & Bourbon Fest Committee. Food Vendors are permitted to sell water, soft drinks, lemonade, tea, smoothies and slushies. Food vendors are not permitted to sell alcoholic beverages.
5. Vendors are to dress appropriately, including wearing shirts and shoes.
6. No alcoholic beverages or smoking are permitted except in designated areas.
7. The signage must be neat and professional and must not be oversized to cause obstructions to the other vendors. Coordinators will determine inappropriate signage.
8. Booth assignments will be made on a first come, first paid and approval basis. Only two vendors per category will be granted participation in the fest. However, the final location of a booth at the event may be changed and will be decided by the coordinators.
9. Booths should be always kept neat and clean. The more attractive merchandise is displayed, the better the likelihood of attracting customers and increasing sales. All sales are the responsibility of each vendor. The WCBB Fest coordinators, affiliated members, volunteers, staff and participants are not liable for any sales and/or levels of profits made by the vendor.
10. The safety of visitors and fellow vendors is a priority. Please be careful setting up, breaking down and connecting electrical equipment. Don't leave anything lying around that can be tipped over or tripped over. Please always exercise safety precautions. You will be charged with reimbursing WCHFH for any damages.
11. Communication is key. Should you question any of the regulations, reach out to the event coordinator. We want this to be a success for everyone involved.

# HOLD HARMLESS AGREEMENT

I have read and agree to comply with all the regulations as outlined in the Vendor Participation Packet. I understand that if I do not comply with all the regulations I will be expelled from the festival/event and I will not receive a refund of my vendor booth rental. I agree to indemnify and hold harmless WILL COUNTY BEER & BOURBON FEST, Will County Habitat for Humanity, and Hollywood Casino. This agreement is between Will County Beer & Bourbon Fest, Will County Habitat for Humanity and the vendor. No part of this agreement is transferable to another party, including but not limited to the space at the event, including sharing space with an entity other than the one named herein.

All participants share indemnity, defend, save harmless, WILL COUNTY BEER & BOURBON FEST coordinators/ organizers, Will County Habitat for Humanity, and Hollywood Casino as well as its officers, agents, sponsors and employees from any and against any and all claims, demands, lawsuits, penalties, or liabilities or liabilities by any name of kind or nature whatsoever, which the Coordinator/Organizers and their employees or Hollywood Casino, Will County Habitat for Humanity, its officers, agents sponsors and employees may sustain or incur, or which may be imposed upon them for injury or death of any person, damage to any property, as a result, of or arising out of, participant's acts or omission in connection with the WILL COUNTY BEER & BOURBON FEST.

I certify that I am the responsible person referred to in the Vendor Application, and that I am authorized to execute on behalf of the business listed herein and accept legal process on behalf of the business. I also acknowledge that the regulations can change at any time and it is my responsibility to check with the WILL COUNTY BEER & BOURBON FEST event coordinators for updated changes.

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SIGNATURE DATE

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PRINT NAME TITLE

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EVENT COORDINATOR SIGNATURE DATE

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PRINT NAME

# VENDOR FEES

FOOD VENDORS		CHOOSE ONE
10 x 10	payment	\$150.00 <input type="checkbox"/>
10 X 20	payment	\$200.00 <input type="checkbox"/>
NONPROFIT/GOVERNMENT		
10 X 10	payment	\$100.00 <input type="checkbox"/>
*****MERCHANDISE VENDOR		CHOOSE ONE
10 x 10	payment	\$150.00 <input type="checkbox"/>
	inkind merchandise donation valued at	\$250.00 <input type="checkbox"/>
10 X 20	payment	\$300.00 <input type="checkbox"/>
	inkind merchandise donation valued at	\$400.00 <input type="checkbox"/>

Choose to make an inkind merchandise Raffle donation and your payment will be waived!!!! Merchandise must be received by May 1, 2024  
 Arrangements must be made with WCHFH at [mgianakopoulos@habitatwill.org](mailto:mgianakopoulos@habitatwill.org)