

# PrairieFest 2021 • Expo Village

Showcase your business, craft, or organization to the thousands in attendance during PrairieFest, Oswego's annual hometown celebration! Held Friday through Monday over Labor Day Weekend in 2021, PrairieFest offers petting zoos, pony rides, carnival, children's stage, national entertainers on the main stage, exciting activities, and great food attractions. Take advantage of this unique opportunity to meet your public or advertise your services to the estimated 75,000+ in attendance at Prairiefest Park.

## About Your Booth





- Generators are only allowed in specific booth areas.
- This is a rain-or-shine event. We recommend a tightly secured canopy.
- Each space is a 12' x 12' grassy area. Vendors provide their own tables and chairs.
- Full Expo Village set up is Friday, Sept 3 from 10am-3:30pm with take down Sept 6 from 6-8pm.
- Saturday Only booths set up 7-9:30am on Sept 4, with take down that day after 8:00pm.
- We only allow one vendor of each trademarked product line (Pampered Chef, Tupperware, etc.) to participate. Priority is given to local vendors whose registration forms are received on a first come, first served basis.



## Expo Village Hours

Friday, Sept 3	4:00 - 9:00pm
Saturday, Sept 4	10:00am - 8:00pm
Sunday, Sept 5	10:00am - 8:00pm
Monday, Sept 6	11:00am - 6:00pm



	<b>Regular Booth</b>		<b>Prime Booth*</b>
\$225	January - May	\$350	January - May
\$300	June & July	\$425	June & July
\$375	Until August 13	\$500	Until August 13
	<b>Corner or Generator Booth*</b>		<b>Saturday Only</b>
\$275	January - May	\$175	January - May
\$350	June & July	\$225	June & July
\$425	Until August 13	\$250	Until August 13

\*Prime, Corner, or Generator booths are available first come, first served. Generators only allowed in Booths 1-18. Submit your first 3 booth preferences on your application. Expo Village staff will contact you to confirm your booth

All registrations due August 13, 2021. There will be a \$100 increase to the August fee for anyone able to be accommodated after August 13. For more information, contact the Expo Village Team at 630.554.1010 x 4216 or expovillage@oswegolandpd.org

# PrairieFest 2021 • Expo Village Application

Complete the application, contract, and waiver. To submit, print the completed documents, scan or take photos and email to [expovillage@oswegolandpd.org](mailto:expovillage@oswegolandpd.org). All applications are due August 13, 2021.

Business/Organization Name \_\_\_\_\_

Contact Name \_\_\_\_\_

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

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

Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

Website/Facebook Page \_\_\_\_\_

**Description of Business** - Include the type of product you are selling or your organization's mission. We recommend new vendors attach photos of their booth display and/or product.

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**Event Staff** - Information must be provided for all staff who will be on site at your booth, as required by the Village of Oswego Police Department. For additional staff, attach their information to this application.

Name (First, Middle Initial, Last)	Birthdate	Driver's License Number	State of Issue

## Your Booth Preference

Type of booth(select one)  Regular  Corner  Generator  Prime  Saturday Only

Indicate your preference of booth number (as listed on the map) 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

## Expo Village Fees

### Regular Booth

\$225 January - May  
 \$300 June & July  
 \$375 Until August 13

### Corner/Generator Booth

\$275 January - May  
 \$350 June & July  
 \$425 Until August 13

### Prime Booth

\$350 January - May  
 \$425 June & July  
 \$500 Until August 13

### Saturday Only

\$175 January - May  
 \$225 June & July  
 \$250 Until August 13

## Payment - Credit Card

I authorize the Oswegoland Park District to charge my credit card upon acceptance into the Expo Village and understand this fee is non-refundable. Accepted card types include Mastercard, Visa, Discover, and American Express.

Card Number \_\_\_\_\_ Expires \_\_\_\_/\_\_\_\_

Name on Card \_\_\_\_\_ CVV \_\_\_\_\_



# Expo Village Contract & Waiver



**Business/Organization Name** \_\_\_\_\_

**Contact Name** \_\_\_\_\_ **Contact Phone** \_\_\_\_\_

Please initial each statement. I understand that:

- \_\_\_\_\_ I have signed the PrairieFest Expo Village Waiver and Release below.
- \_\_\_\_\_ Expo Village spaces are 12'x12' and all fees are non-refundable.
- \_\_\_\_\_ Vehicles will not be allowed in the Expo Village after set-up or before take down, and the vehicle entrance gate will be locked.
- \_\_\_\_\_ Conditions may prohibit driving on the grass and I may have to hand cart my booth supplies. Labor support of any kind is not provided by the festival.
- \_\_\_\_\_ I must provide my own covered tables, chairs, and weather protection (tent). All exhibits must be tastefully displayed. It is my responsibility to ensure that my tent is properly secured and staked to withstand weather.
- \_\_\_\_\_ There is no electricity available; approved quiet generators under 3000 watts are allowed in specified areas.
- \_\_\_\_\_ I must remain open during all Expo Village hours, and I cannot break down my booth prior to 6:00pm on Monday or 8:00pm on Saturday for our Saturday Only booths.
- \_\_\_\_\_ While the festival has overnight security, anything I choose to leave on site is at my own risk.
- \_\_\_\_\_ Selling products and passing out literature can only be done from the confines of my booth space unless I have a Roaming Vendor Permit from the Oswegoland Park District.
- \_\_\_\_\_ I am not allowed to make any unnecessary commotion so as to distract from adjoining exhibits.
- \_\_\_\_\_ Failure to comply with these requirements may result in immediate removal or not being invited back to participate in future festivals. Booth fees will not be refunded if such action is necessary.

## PrairieFest Expo Village Waiver and Release

Read this information carefully and be aware that in registering and participating in this event you will be waiving and releasing all claims for injuries for you, your employee(s), and/or volunteers might sustain arising out of this event.

**Business/Organization Name** \_\_\_\_\_

**Contact Name** \_\_\_\_\_ **Email** \_\_\_\_\_

**Address** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Contact Phone** \_\_\_\_\_ **Business Phone** \_\_\_\_\_

As a participant in this event, I recognize and acknowledge that there are certain risks of physical injury and I agree to assume the full risk of any injuries, including death, damages or loss which I or my employee(s) or volunteers may sustain as a result of participating in any and all activities connected with or associated with this event. I do hereby fully release and discharge the Oswegoland Park District, Oswego Community School District 308, Village of Oswego and other officers, agents, servants, and employees from any and all claims from injuries, including death, damage or loss which I or my employee(s) or volunteers may have or which may accrue to me or my employee(s) or volunteers on account of my participation in this event.

I further agree to indemnify and hold harmless and defend the Oswegoland Park District, Oswego Community School District 308, Village of Oswego and other officers, agents, servants, and employees from any and all claims resulting from injuries, including death, damages and losses sustained by me or my employee(s) or volunteers and arising out of, connected with or in any way associated with the activities of this event.

I agree to waive and relinquish all claims I or my employee(s) or volunteers may have as a result of participating in this event against the Oswegoland Park District, Oswego Community School District 308, Village of Oswego and their officers, agents, servants, & employees.

I have read and fully understand the above Waiver and Release of All Claims.

\_\_\_\_\_  
**Signature of Participant/Contact**

\_\_\_\_\_  
**Date**