

# PrairieFest 2023 • Expo Village

June 15-18, 2023  
Oswego, IL

Showcase your business, craft, or organization to the thousands in attendance during PrairieFest, Oswego's annual hometown celebration! Held Thursday through Sunday over Father's Day Weekend in 2023, PrairieFest offers free parking, free admission, and great food attractions - and an opportunity to meet your business!

## About Your Booth

- Generators (under 3K watts) are only allowed in specific booth areas #85-94.
- 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 Thurs. June 15 from 10am-3:00pm with take down on Sunday, June 18 at 6pm.
- Saturday Only booths set up 7-9:30am on June 17, with take down that day after 8:00pm.
- We only allow one vendor of each trademarked product line to participate. Priority is given to local applications on a first come, first served basis.

All booths are assigned first come, first served. Generators only allowed in Booths 85-94 and must be quiet. Submit your first 3 booth preferences on your application. Expo Village staff will contact you to confirm your booth address. All registrations due before June 1, 2023. There will be a \$100 increase to the June fee for anyone able to be accommodated. For more information, email the Expo Village Team at [expovillage@oswegolandpd.org](mailto:expovillage@oswegolandpd.org)

## Expo Village Hours

### Thursday, June 15

4:00 - 9:00pm

### Friday, June 16

10:00am - 8:00pm

### Saturday, June 17

10:00am - 8:00pm

### Sunday, June 18

1:00pm - 6:00pm

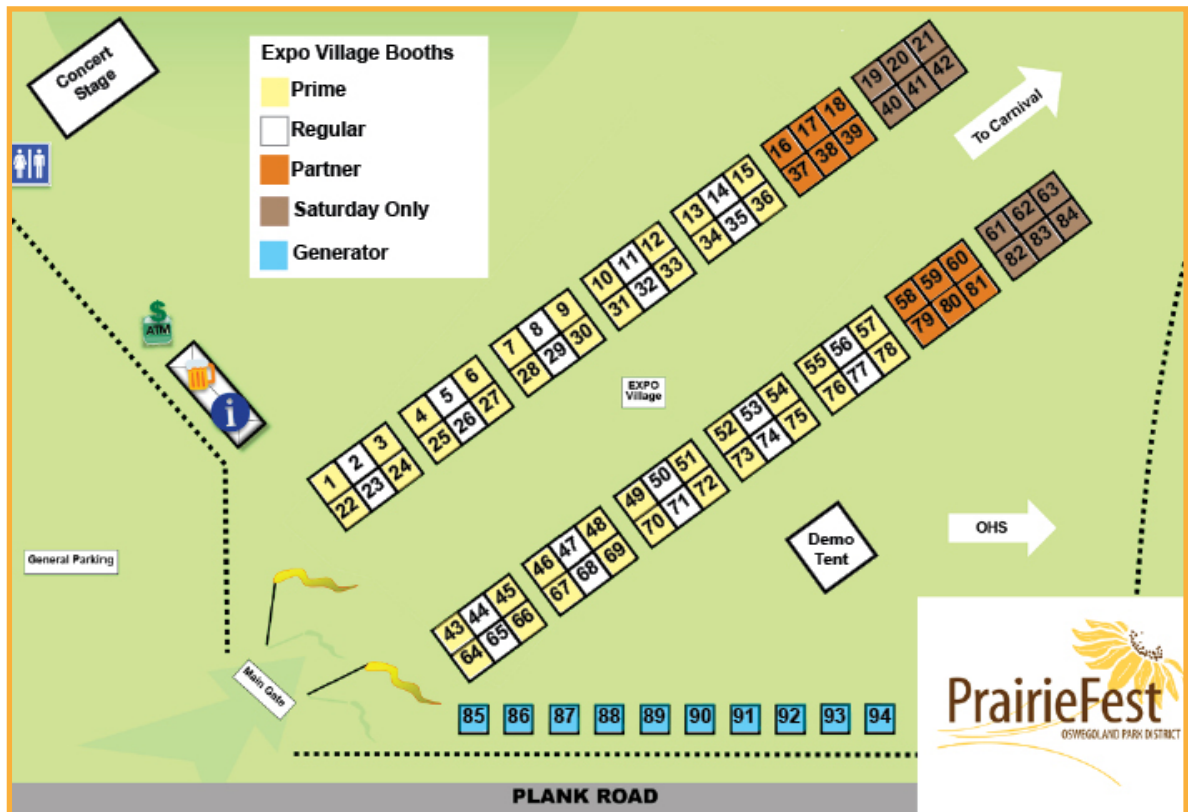
## Expo Village Demo Tent

The Expo Village Tent is for those businesses wishing to showcase what they do outside of their booth area.

### Demo Times:

- are paid opportunities (\$50/demo or \$150/each of the four days)
- will be listed in the schedule of events by your business name
- are available on a limited first come, first serve basis.

Reserve the Demo Tent for your business before May 1 at [expovillage@oswegolandpd.org](mailto:expovillage@oswegolandpd.org)!



### Prime Booth

\$365 January & February  
\$440 March & April  
\$515 May



### Regular Booth

\$240 January & February  
\$315 March & April  
\$390 May



### Generator Booth

\$290 January & February  
\$365 March & April  
\$440 May



### Saturday Only Booth

\$190 January & February  
\$240 March & April  
\$265 May



# PrairieFest 2023 • 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 June 1, 2023.

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.

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

**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  Generator  Prime  Saturday Only

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

## Expo Village Fees

Regular Booth	Generator Booth	Prime Booth	Saturday Only Booth
\$225 January & February	\$275 January & February	\$350 January & February	\$175 January & February
\$300 March & April	\$350 March & April	\$425 March & April	\$225 March & April
\$375 May	\$425 May	\$500 May	\$250 May

## Payment - Credit Card

I authorize the Oswego 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 Sunday 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.
- \_\_\_\_\_ My approved Expo Village space is solely dedicated to my business or organization and is not to be shared with other businesses or organizations.
- \_\_\_\_\_ 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.

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