



FAIRGROUNDS EVENTS | 2024

RULES AND INFORMATION

VENDORS - CRAFT & MARKET | COMMERCIAL & FRANCHISE | NPO & CSO

RULES AND INFORMATION



<< ONLINE APPLICATION / INFO

This information and application applies to the following Vendor classifications:

- **CRAFT / MARKET:** Local Small Business | Crafters | Hobbyists | Farm Stands | Bakers | Network Marketing/Direct Sales
- **COMMERCIAL / FRANCHISE:** National Chains | Corporations | Franchise | Headquarters outside of Kendall Co.
- **NONPROFIT / COMMUNITY SERVICE ORGANIZATIONS:** Local nonprofit or community service org. within Kendall Co.

APPLICATION PROCESS:

The application and agreement packet must be filled out in its entirety before it can be reviewed. Be sure to monitor the email address you list on your application, as this is where we will share acceptance status and updated event information. Once your application is approved, we will email you regarding payment. Credit cards, checks, cash accepted. Priority of booth spots will be offered in the order of payments received. Once processed, the fee is non-refundable for any reason; it is considered a donation to the Kendall County Fair Association. *IF YOU HAVE TO CANCEL PARTICIPATION IN AN EVENT, YOU MAY NOT CHOOSE A REPLACEMENT VENDOR.*

- **PLEASE NOTE:**
 - Event availability is first come, first served (application AND payment must be received).
 - These are non-juried events. We will do our best to strategically place/limit the number of Vendors with competing items.
 - Early-bird pricing is only available until May 1, 2024 for all 2024 Events (see events list on last page).

BOOTH FEE SCHEDULE

VENDOR TYPE	10' x 10'	10' x 20'	TRAILER / MOBILE
Craft / Market Vendors	\$50/day (\$40/day*)	\$75/day (\$60/day*)	\$100/day (\$80/day*)
Commercial / Franchise	\$100/day (\$75/day*)	\$150/day (\$125/day*)	\$200/day (\$175/day*)
Nonprofit / CSO	\$0	\$0	\$0
<i>Nonprofits and Community Service Organizations: \$0 for any booth size selection.</i>			
*Early Bird pricing. Ends May 1, 2024			

Nonprofits and Community Service Organizations:

- Must be registered and operate in Kendall County.
- A donation to the Kendall County Fair Association is appreciated, but not required.
- Additional fees (electrical, admission passes, parking, etc...) may still apply.

****Early Bird pricing ends May 1, 2024 for all 2024 events!*** Applications, agreements and payments must be completed and received by May 1, 2024 in order to be eligible for Early Bird discounted price. Unpaid applications after May 1 will be kept on file, but Early Bird invoices will be canceled.



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ADMISSION / GATE PASSES:

- Each confirmed Vendor booth includes two (2) free Vendor Admission Passes, per day.
- Vendors may request additional Vendor Admission Passes per day. These requests may be made at the time of application or at least a week in advance of the event start date. See Vendor Information tab on our website for the request form.
- Vendors are responsible for distributing passes to their associates. Passes MUST be presented at the gate, otherwise applicable event admission fee will be required at the time of entry.
- Parking is first come, first served for all.

ELECTRICAL:

- Electrical access is available for an additional fee and must be requested ahead of time.
- If you need electrical hookups, but are not sure of the Voltage/Amperage, please email info@kendallcountyfairgrounds.org to discuss.

ELECTRICAL FEE SCHEDULE

120V	240V
20Amp = \$8 / day	30Amp = \$25 / day
30Amp = \$13 / day	40Amp = \$34 / day
40Amp = \$17 / day	50Amp = \$42 / day
50Amp = \$21 / day	80Amp = \$68 / day
60Amp = \$25 / day	100Amp = \$85 / day

EQUIPMENT:

- Vendor must provide their own table(s), chair(s) and any displays for items.
- Vendor may bring a tent/canopy for sun or rain protection, provided that it fits within the allotted booth area AND is adequately secured with pegs or weights. (see "Rain or Shine" policy).
- No direct-contact ground coverings/carpets are allowed.

SET-UP AND TEAR-DOWN:

- *Vendor Set-Up*
 - Begins at 7am the day of the event.
 - Vendors MUST arrive and be unloaded prior to 8:30am to set-up.
 - All vendors need to be ready for the event start by 9am, unless otherwise specified.
 - Once unload is complete, Vendors must move all vehicles to the main parking lot for the duration of the event.
- *Vendor Tear-Down*
 - Early Tear-Down is absolutely not allowed. You must remain set up until the event ends.
 - At the end of the event, you must leave your vendor area completely cleaned up – that means everything! Please bring a garbage bag with you.



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- For most events at the Fairgrounds, Vendors will be allowed to drive their vehicle close to their booth space or building to load and unload products and display items. However, please verify this with Event Staff for the particular event you are attending.

RAIN OR SHINE:

These are Rain or Shine events. There are multiple options on where booths can be set up, depending on the event type, other fairgrounds activities, and the weather. There are outdoor areas (grass, pavement, shade) and there are buildings/covered areas (Smith 4-H Hall, Education Building, the Pavilion).

We will plan for indoor booth space availability first. Once we reach that capacity, we will let subsequent applicants know the remaining options.

If you have a preference of indoor or outdoor, please indicate that in your application and we will do our best to accommodate. Again, no refunds for reserving booth space will be given after the application fee is processed; it is considered a donation to the Kendall County Fair Association.

****PLEASE NOTE THAT THE "FAIR WEEK" EVENT OPTION IS ONLY FOR OUTDOOR SPACE, AS OUR BUILDINGS WILL BE FILLED WITH 4-H EVENTS FROM THURSDAY - SATURDAY.**

RESTROOMS:

There are restrooms on the grounds. If event size requires it, porta-potties will also be available.

PARKING:

Plenty of parking is available in the main lot. No booth-side parking, except briefly for loading/unloading at designated times. All parking is first come, first served.

COURTESY AND CONSIDERATION:

All Vendors and their assistants must display courtesy and consideration with fellow Vendors, event attendees, event organizers and volunteers. Also, please understand that children must be monitored at all times. Disruptive behavior or foul language may result in being asked to leave immediately and risk being denied admission in the future. Please note that no refunds will be offered in this instance.

SOCIAL MEDIA:

Social Media Advertising (Facebook, Instagram) will be created prior to the event & must be shared individually with all of your connections. We ask that you:

- Share on your news feeds/reels at least every week or two and then more frequently as we approach the date of the event.
- Create an "event" on your own Facebook page with details of the event. (ie. titled "Suzy's Candy Shoppe at the Fairgrounds Fall Fest").

We also very much encourage you to post your business & excellent product photos on the Kendall County Fairgrounds' Facebook Event Page! Anyone who views the event page, whether or not they RSVP as "Going" or "Interested", will see your business each time you post there.

*Please limit to TWO posts total on the event page, as we don't want to spam our prospective customers. We suggest posting soon after your application is approved and then again within a week or two of the event.



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COMMUNICATION TIMELINE FROM THE FAIR OFFICE:

Below is an *approximate* timeline of when you can expect additional communication from the Fair Office with regard to your participation in an event:

- **1 week after Application submitted:**
 - Acceptance or Denial email
 - Invoice for booth payment
- **1 week prior to the event:**
 - Booth assignments and map of grounds
 - Gate passes, if applicable
 - Reminders about rules and important event Info
 - Contact list for fairgrounds event staff

NOTICE ABOUT SCAMMERS

Please note that scammers frequently infiltrate social media event pages. *Do NOT reply to anyone else who claims they are accepting applications for any of our events.* Official communications should only come from the following:

- Email: info@kendallcountyfairgrounds.org
- Social Media: the official Kendall County Fairgrounds accounts
- Paypal or Zeffy: Invoices from Kendall County Fairgrounds or info@kendallcountyfairgrounds.org accounts.

DOCUMENT SUBMITTAL CHECKLIST:

- Application and Agreement - completed and signed
- All applicable fee payment(s)
- Certificate of Insurance (\$1,000,000 min., listing Kendall County Fair Association as additionally insured)

If you have any questions at any time, please contact us at info@kendallcountyfairgrounds.org.



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2024 EVENTS OPEN TO VENDORS

➤ **SPRING FLING - 2024**

- **SUNDAY, MAY 19TH, 2024**
 - 9AM - 2PM
 - AUTO SHOW | VENDOR MARKET | SPRING-THEMED FUN!
 - <https://www.kendallcountyfairgrounds.org/2024-spring-fling>
 - **APPLICATION DEADLINE: May 13, 2024**

➤ **FAIR WEEK - 2024**

- **THURSDAY, AUGUST 1, 2024 - SATURDAY, AUGUST 3, 2024**
 - *Special notes regarding "FAIR WEEK" event option:*
 - Must commit to ALL 3 DAYS: Thursday, Friday, and Saturday!
 - Outdoor spaces only.
 - NO booth-side drive-up allowed, except for 7am - 8:30am daily.
 - Tents/tables must remain in place all 3 days.
 - You may remove merchandise daily by hand/cart only, including tear-down on Saturday evening.
 - Open times each day:

THURSDAY	FRIDAY	SATURDAY
9am - 5pm	9am - 6pm*	9am - 6pm*

*evening events run thru 12am on Friday and Saturday, so you may stay open later

- **APPLICATION DEADLINE: July 15, 2024**

➤ **WHEELS AT THE FAIR - 2024**

- **SUNDAY, AUGUST 4, 2024**
 - 9AM - 2PM
 - (This is the Sunday of the Fair only!)
 - AUTO SHOW | VENDOR MARKET | FAIR-THEMED FUN!
 - **APPLICATION DEADLINE: July 15, 2024**

➤ **FAIRGROUNDS FALL FEST - 2024**

- **SUNDAY, OCTOBER 20TH, 2024**
 - 9AM - 2PM
 - AUTO SHOW | VENDOR MARKET | FALL-THEMED FUN!
 - **APPLICATION DEADLINE: October 14, 2024**