



# Canal Day Arts and Crafts Market 2023 Vendor Application

## EVENT INFORMATION

EVENT DATE AND TIMES	APPLICATION DEADLINE DATE
<b>Saturday, July 8, 2023 / 9:00-4:30</b>	<b>Saturday, June 17, 2023</b>
EVENT LOCATION NAME	EVENT ADDRESS
<b>Reddick Mansion</b>	<b>100 W. Lafayette Street, Ottawa, IL 61350</b>
PHONE	EVENT WEBSITE
<b>815-433-6100 or 815-632-1870</b>	<b>www.reddickmansion.org</b>
CONTACT NAME	CONTACT EMAIL
<b>Lorraine McCallister</b>	<b>contact@reddickmansion.org</b>
Fee	PAYMENT
<b>\$30 for a 10x10 space Checks payable to Reddick Mansion Association.</b>	<b>Send to Mansion address or pay online on Mansion website. Return application via email or mail to addresses shown above.</b>

Event will be held on the Mansion grounds or in Washington Square depending on vendor response. Vendors must provide their own equipment: canopies, tables, chairs, etc. Booth spaces are assigned by the Event Coordinator. Sales Tax will need to be collected. Paperwork to submit to the state will be distributed. Only vendors may occupy and sell items for their paid booth spaces. No subleasing. All fees are nonrefundable as they are used to promote the event. Limited electricity but no running water will be available. Tom's Aussem Dogs, Subway, and Jimmy Johns are close by for luncheon. Restrooms will be available for vendors inside the Reddick Mansion.  
**Set-Up time starts at 3:00 pm on Friday, July 7, or 7:00 am on Saturday, July 8.**

## VENDOR INFORMATION

COMPANY NAME	OWNER (FIRST AND LAST NAME)
VENDOR ADDRESS (STREET, CITY, STATE, ZIP CODE)	
VENDOR PHONE	VENDOR EMAIL
TEXT MESSAGES	FACEBOOK PAGE (IF AVAILABLE)
Do you receive text messages?      Yes      No	
IL BUSINESS TAX (IBT) NUMBER	

# VENDOR PRODUCT INFORMATION

## DESCRIPTION OF YOUR PRODUCTS

**PLEASE EMAIL OR MAIL TWO PHOTOS REPRESENTATIVE OF YOUR PRODUCTS**

**SET-UP DAY:            July 7            July 8            (Please mark an X for your choice.)**

### **WAIVER OF LIABILITY and HOLD HARMLESS AGREEMENT**

I agree to sell at the event only such item(s)/product(s) as those listed above. I acknowledge full responsibility for all my activities in this event and for those assisting me throughout the term of the event. I acknowledge the authority of the Market Coordinator and the Reddick Mansion Association to immediately settle any disputes regarding product legitimacy, procedural and vendor conduct violations and impose any penalties, including suspension or removal from the market.

The undersigned individual, partnerships, corporation or limited liability company, its successors and assigns, in consideration of its participation in the Arts and Crafts Market, located in the City of Ottawa, and other good and valuable considerations, the receipt and sufficiency of which are hereby acknowledged, does hereby agree to hold harmless, indemnify and reimburse the City of Ottawa, an Illinois municipal corporation and the Reddick Mansion Association, an Illinois 501(c)(3) corporation, its officials and its employees from and against any and all actions, causes of action, claims, demands and expenses, including cost of defense and reasonable and necessary attorney fees, arising out of or in any way connected with the undersigned participation in Arts and Craft Market, including, but not by way of limitation, claims for personal injury and/or property damage; excepting, however, any such claim or injury directly caused by the negligence or other conduct of the City of Ottawa and/or the Reddick Mansion Association, its officials, employees, servants and agents. The undersigned acknowledges and agrees that the terms of this Hold Harmless and Indemnification are contractual in nature and are supported by valid consideration. The undersigned represents that he/she has a full and complete authority to execute this document.

I understand that the City of Ottawa and the Reddick Mansion Association does not provide any insurance coverage for vendor participants for any circumstances arising from their participation in this event or any activity associated with or facilitating that participation.

THIS IS A LEGAL DOCUMENT AND CONFERS RIGHTS ON THE CITY OF OTTAWA AND REDDICK MANSION ASSOCIATION AND CREATES OBLIGATION AGAINST THE PARTY OR ENTITY SIGNING. YOU MAY WISH TO CONSULT AN ATTORNEY BEFORE SIGNING.

**Name of Business** \_\_\_\_\_

**Signature** \_\_\_\_\_

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