

# Gurnee Days 2017

## August 12-13

### EXHIBITOR BOOTH INFORMATION

Dear Gurnee Days General Exhibitor Booth Participant:

Thank you for your interest in the *45<sup>th</sup> Annual Gurnee Days Festival*. Please carefully read through this document which outlines pertinent information for exhibitor booth participants.

#### 1. Booth Information

- Booth spaces are 10' x 10'.
- In an effort to execute the safest event, it is mandatory that all exhibitors rent a tent through the Corporation. Tent rental is included in your fee.
  - Tent Types:
    - Tent – Top only - *Figure 1 see below*
    - Tent – Top with ledges open to aisle - *Figure 2 see below*  
(visitors can walk into your tent)
    - Tent – Top with ledges closed off to aisle - *Figure 3 see below*  
(counter is between you and visitors)
- Exhibits/booths will operate from 11:00 am to 7:00 pm on Saturday and 11:00 am to 5:00 pm on Sunday. No vehicle of any kind will be allowed inside exhibit areas after 10:30 am on Saturday and between 10:30 am to 5:00 pm on Sunday.
- Exhibitors must bring all their own equipment/supplies that they will need to operate their booth; **we DO NOT provide tables and chairs**. Electricity is **NOT** available for exhibit/booth spaces.
- Booth sharing is not permitted.
- Booth equipment may remain in the park overnight on Saturday as security will be on duty from 10:30 pm to 9:00 am Sunday morning. Please use your own discretion; the Gurnee Days Corporation/Gurnee Park District will not be responsible for lost or stolen items.
- You will be responsible for cleanup around your booth area.
- In addition, if you would like to request the same booth location as in 2016 please indicate that on your application. ***Please note: Booth location requests are accepted, but cannot be guaranteed.***

**Figure 1 – Tent  
(Tent Only)**



**Figure 2 – Tent w/Ledges  
(Opens to Aisle)**



**Figure 3 – Tent w/Ledges  
(Closed to Aisle)**



## 2. Applications

- Applications are reviewed on a first-come, first-serve basis and priority is given to businesses/organizations in Gurnee.
- The final deadline for all Gurnee Days booth applications is July 16, 2017. The Exhibit Area may be full prior to the deadline.
- Gurnee Days Corporation/Gurnee Park District reserves the right to not approve applicants that do not meet the mission of Gurnee Days Corporation.
- Applicant must provide copy of automobile insurance for vehicle used to get items in and out of the event **OR** a Certificate of Insurance naming the below as Additional Insured on the COI:

Gurnee Days Corporation  
PO Box 111  
Gurnee, IL 60031

Gurnee Park District  
4374 Old Grand Ave  
Gurnee, IL 60031

## 3. Fees

Categorization	Early Bird (March 1-April 30, 2017)			May 1-July 16, 2017		
	Type	Resident Fee	Non Resident Fee	Type	Resident Fee	Non Resident Fee
Business	Top Only	\$200	\$230	Top Only	\$220	\$250
	Counters	\$215	\$245	Counters	\$235	\$265
Not for Profit	Top Only	\$180	\$210	Top Only	\$200	\$230
	Counters	\$195	\$230	Counters	\$215	\$250

- Mail the fee (**checks must be payable to the Gurnee Days Corporation**) and the enclosed application with the signed waiver to:
  - Gurnee Park District, Attention: Exhibitor Booths, 920 N. Hunt Club Rd., Gurnee, IL 60031.
- **Applications sent without payment will be discarded; do not send incomplete applications.**
- To receive the early bird rate, applications must be stamped “received” by a Gurnee Park District Customer Service Staff Member on or before April 30, 2017. No early bird rates will be granted after that date.
- No refunds will be made after July 21, 2017; all requests for refunds must be in writing.

For all vendor applications, review will take place at monthly Gurnee Days Committee Meetings (the first Wednesday of every month) and your check will be deposited upon approval. If approved, you will receive an email with your approval (within 1 week of meeting date). A letter with final instructions and a map indicating your booth location will be sent in early August.

If you have special needs or require additional information, please contact Matthew Vanderkamp, Exhibits and Booths Chairperson at 847-623-4514 or via email at [mrvanderkamp@gurneeparkdistrict.com](mailto:mrvanderkamp@gurneeparkdistrict.com).

Sincerely,

Matthew Vanderkamp  
Exhibits and Booth Chairperson



**GENERAL BOOTH INFORMATION**

**Type of Booth:**      \_\_\_\_\_ Informational      \_\_\_\_\_ Sales      \_\_\_\_\_ Other

**Brief description of organization/business:**

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**Brief description of items to be displayed/sold (including giveaways):**  
(Food and beverage giveaways are prohibited)

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**Additional Comments/Requests:**  
(Exhibitors will **NOT** have access to electricity and **CANNOT** bring generators)

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I agree to abide by the rules as outlined in the application letter and understand that all applications are subject to Gurnee Days Corporation approval.

\_\_\_\_\_  
Signature of Contact Person for Event

\_\_\_\_\_  
Date

**GURNEE DAYS CORPORATION AND GURNEE PARK DISTRICT  
WAIVER AND COMPLETE RELEASE OF ALL CLAIMS**

*Pertaining to participation in Gurnee Days, August 12-13, 2017*

The undersigned acknowledges that he/she has carefully read and reviewed the within waiver and release and understands that by signing this document he / she is waiving and releasing any and all claims, causes of action, and rights arising out of any injuries or damages that the undersigned, his / her agents, representatives, heirs, employees, employer, company, and assigns might sustain or suffer as a result of participating in the 2017 Gurnee Days Booth / Exhibit Fair.

On behalf of himself / herself, as well as his/ her agents, representatives, heirs, employees, employer, company, and assigns the undersigned, both individually and in any indicated representative capacity, recognizes and acknowledges that there are certain risks of physical injury as well as financial injury as a participant in the activities of "Gurnee Days" and the undersigned agrees to and does hereby assume the full risk of any and all injuries, including, but not limited to death, damages, and losses of any kind which may be sustained as a result of participating in any and all activities connected with or associated with such participation.

The undersigned does therefore agree to waive and relinquish, and does hereby waive and relinquish any and all claims that may now or hereafter exist or arise or that the undersigned may have or claim to have against the Gurnee Days Corporation and the Gurnee Park District, their officers, agents, servants, and employees as a result of participating in the "Gurnee Days" activities resulting from injuries of any type, including death, damages and losses sustained by the undersigned and arising out of , connected with, or in any way associated with the "Gurnee Days" activities.

The undersigned does further hereby release and discharge the Gurnee Days Corporation and the Gurnee Park District and their officers, agents, servants, and employees of, from, and against any and all claims, losses, damages, causes, and causes of action resulting from injuries of any kind, including, but not limited to death, damages and losses, sustained by the undersigned, his / her agents, employees, servants, heirs or assigns, which may accrue on account of or connected with the undersigned's participation in the "Gurnee Days" activities.

The undersigned does further agree to and does hereby, on behalf of himself / herself, as well as on behalf of his/ her agents, representatives, heirs, employees, employer, company, and assigns, indemnify, hold harmless and agree to defend the Gurnee Days Corporation and the Gurnee Park District together with their officers, agents, servants and employees of, from, and against any and all claims, losses, damages, causes and causes of action resulting from injuries of any kind, including death, damages, and losses sustained or arising out of, connected with, or in any way associated with the "Gurnee Days" activities and the participation of the undersigned, his / her employees, employer, company, partners, agents, servants or assigns therein.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2017 in Lake County, Illinois

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Organization/Business: \_\_\_\_\_