

**Bunker Hill Area Chamber of Commerce Fall Fest**  
**Saturday, September 14, 2024**  
**Craft and Specialty Vendor Application**

Completed application and fee should be submitted to BH Chamber of Commerce, P.O. Box 574, Bunker Hill, IL 62014. All vendor questions should be addressed by email to Jill Chapman, [jill\\_chapman@live.com](mailto:jill_chapman@live.com) or cell, 618-223-9043. Bunker Hill Chamber of Commerce Fall Fest Event hours are 11:00 am to 10:00 pm.

**Arrival & Setup:** Craft & Specialty Vendors are to arrive between 9:00 am and 10:30 am and should **unload** vehicle, **move** vehicle, then **set up** booth. Do not block other vendors needing to unload. Setup can be hectic, please be patient with everyone.

**Clean Up & Tear Down:** Vendor hours will end **AFTER Fireworks, approximately 8:30 pm**. Tear down must be completed by 9:30 pm. BHACC's entertainment will end at 10:00 pm. No vehicles will be allowed in the vendor area until AFTER the completion of the fireworks show and the crowd has thinned. At this time, children are running freely and are not expecting to see vehicles in this area. If, you sell out or leave before the completion of the fireworks show, you **MUST WALK** everything out of the festival area, or come back to pick up after the completion of the fireworks show. Vehicles will only be able to enter the vendor area from the Flag Pole side of the event (south side). The area by the Lincoln statue (north side) will remain closed until 11:00 pm. The Fall Fest cleanup crew is not responsible for cleanup of your area. Any vendor booth that is not properly cleaned at tear down will not be allowed to participate in future Chamber events. A dumpster roll off container is available for your event trash on Pine Street.

**Booth Area:** Booths are approximately 20 x 20 feet. Vendors will provide their own tent/chairs/tables if they want/need them. If Vendor pays for electric, they must supply their own 100' extension cords.

**Rules, Regulations and Policies:** BHACC reserves the right to refuse any vendor from participating. Vendor fees are **NON-REFUNDABLE** unless the event is cancelled by the BHACC. Vendors are not allowed to bring in any alcoholic beverages or glass bottles, to sell or to consume themselves. The Fall Fest Committee will be selling alcoholic and non-alcoholic beverages.

**Vendor application deadline is Friday, August 16, 2024.** Please retain a copy of your completed application for reference of date, time and vendor instructions.

Organization/Vendor Name: \_\_\_\_\_

Address of Vendor: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Contact Email: \_\_\_\_\_

What Is Vendor Selling? \_\_\_\_\_

**Bunker Hill Area Chamber of Commerce Member's Discount, deduct \$10.00**

**Electric Craft and Specialty Booth on Hwy. 159**

\$40.00

(Only 2 outlets per booth, 110v electric only, Vendor brings their own 100' extension cords)

**Non-Electric Craft and Specialty Booth on Hwy. 159**

\$35.00

**By signing below, I agree** the Bunker Hill Area Chamber of Commerce and the City of Bunker Hill will not be held responsible for accidents. I agree that no one working in said booth will sell or give away anything that is in violation of the City of Bunker Hill, State of Illinois, or Federal Laws, agree to not display, promote, or provide merchandise or prizes that is not family oriented, and is subject to Chamber approval and/or removal of said items. I agree to all requirements and rules listed above and provided by the Fall Fest Committee and understand that I am responsible for all parties working/volunteering at booth.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Chamber Received Date: \_\_\_\_\_ Permit #: \_\_\_\_\_ Event Booth Number: \_\_\_\_\_

Cash \_\_\_\_\_ Check# \_\_\_\_\_ \$ \_\_\_\_\_