



2016 Family Fun Land Business Expo Contract

This Agreement is made this ____ day of ____, 2016, between the Naperville Community Charitable Organization, Inc., d/b/a Last Fling (hereinafter Last Fling) of Naperville, Illinois and

Name: _____

Address: _____

Address: _____

Telephone: _____

Cellular(optional): _____

Email: _____

Contact Name: _____
(Hereinafter "Vendor")

PREAMBLE

- A. The Last Fling is a Naperville community event organized and coordinated by the Last Fling for the benefit of the community that it services.
- B. In conjunction with the Last Fling, the Vendor agrees that event attendees will not be persuaded in any way to take handouts or sign up for services.
- C. The Last Fling and Vendor desire to assure the community that they have adequate insurance coverage in the event that an injury or accident arises in connection with the Last Fling.

Now, therefore, in consideration of the mutual promises contained herein, sufficiency of which is acknowledged, the parties agree as follows:

1. **Vendor Spaces:** The Last Fling agrees to provide vendor with a 10' x 10' space in our Family Fun Land area at Naper Settlement. This space will be to promote the business of the Vendor.

The Last Fling will provide, upon request, a tent, table and two chairs to the vendor for use during the event.

All requests must be submitted no later than July 26th, after which the Vendor will be required to supply tent, table, and chairs at Vendor's expense. Additional tables and chairs can be rented for an additional charge; please specify below:

- i. Additional tables (\$20 each) _____
- ii. Additional chairs (\$10 each) _____

2. **Electrical:** Please note that the booths located in Family Fun Land do not have power. The Last Fling will supply electricity to each space for one 110 volt, 15 amp circuit (four outlet) for an additional flat fee of **\$250.00**. Any electrical requirements in excess of those included with space shall be paid for by the Vendor, and provided by the Last Fling. All electrical fees shall be paid along with the final installment of the space fee.
3. **Payment:** Vendor agrees to pay Last Fling a fee of \$_____ for each 10x10 space. Payment is due no later than August 1st. Please make all checks payable to the Naperville Jaycees.

Checks can be sent to:

**Family Fun Land Business Expo
P.O Box 2372
Naperville, IL 60567-2372**

4. **Hours of Operation:** The Vendor agrees to comply with the following time schedules for the operation of its booth space:
- a. Set up time for Vendor shall be between 11:00am and 5:00pm on Friday, September 2nd, 2016 and taken down after 5:00pm on Monday, September 5th, 2016. Additional set up time will be allowed between 7:00am and 8:30am on Saturday, September 3rd and Sunday, September 4th and 8:30am and 10:00am on Monday, September 5th. For set up, please use the southwest gate nearest Naperville Central parking lot.

PLEASE NOTE: We request that all vendors planning on using the Friday set up time to please contact Mary Cooke-Hall at (847) 309-0587. It may be easiest to deliver the "hardware" for your booths on Friday, and drop off product during the hours prior to the event on Saturday, Sunday and Monday.

- b. **Event Hours:** Vendors may not operate any vehicles on the Family Fun Land Grounds during the following days and hours. We recommend using a cart or wagon to transport materials during this time.

Saturday	8:30am – 6:15pm
Sunday	8:30am – 6:15pm
Monday	9:30am – 5:15pm

- c. Vendor agrees to be open for the following days and hours:

Saturday	10:00am – 5:00pm
Sunday	10:00am – 5:00pm
Monday	11:00am – 5:00pm

5. **Vendor Items:** All handouts, raffle items, and/or service sign-ups are prohibited from use unless attached to this agreement as 'Exhibit A' and approved by the Naperville Last Fling Executive Committee.

6. **Miscellaneous:** The Vendor also agrees to:
 - a. Provide its own banners or posters identifying its operation and abide by the Last Fling regulations regarding placement and size of such banners or posters. Banners may not be hung from the tent.
 - b. To wear uniforms, hats or other items of clothing to help identify the person involved in Vendors operation.
 - c. To remain inside their tent area. Vendors will not be allowed to stand outside their tent to obtain attention of the event attendees.
 - d. Vendors can sell non-food products, services and/or subscriptions. Samples can be handed out as long as they are sample sized, packaged, and are not beverages.
 - e. Provide the Last Fling a copy of a proper City of Naperville permit if any item(s) are to be raffled off. Vendor is responsible for determining whether a permit is required.
 - f. To clean and secure the Vendor space each night, the Last Fling is not responsible for any items lost or stolen that are not properly secured.
 - g. To comply with any other rules or regulations established by the Last Fling for Family Fun Land Business Expo Vendors at the Last Fling.
 - h. If the Vendor supplies their own tent, tent may not be staked into the ground but must be properly weighted so that it does not blow away.
7. **Insurance:** The Vendor agrees to provide to the Last Fling, upon submission of this application, a current certificate of insurance which shall be effective for the dates of the Last Fling (September 2nd – September 5th, 2015), and which will provide coverage which shall include, but not be limited to, general liability coverage in the amount of at least \$1,000,000 (One Million Dollars), including a waiver of subrogation, and 30 days cancellation notification. The Naperville Last Fling, the Naperville Jaycees, the Naperville Community Charitable Organization, Inc., the City of Naperville, Naper Settlement, and Naperville Heritage Society and the Naperville Park District shall be included on said certificate as additional insured's.
8. **Liability:** The Vendor agrees to pay for any damage done by it or its agents and employees to any personal or real property (e.g. tents, tables, street signs, etc.) provided by the Last Fling to the Vendor at the Last Fling.
9. **Failure to Perform:** The Vendor agrees that all moneys deposited with the Last Fling are non-refundable, and that any failure on the Vendors part to comply with this agreement shall be a breach of this agreement, and the Last Fling shall be entitled to cancel this agreement and retain all moneys deposited as liquidated damages for the Vendors failure to comply with this agreement.
10. **Indemnification:** The Vendor agrees to indemnify the Last Fling, the Last Fling Committee, the Naperville Community Charitable Organization, Inc., any officer or member of the Last Fling, the City of Naperville, Naper Settlement, and Naperville Heritage Society and the Naperville Park District from any expense incurred by them in connection with any claim, lawsuit, or proceedings arising out of or in connection with any act or omission of the Vendor or its agents in connection with the Vendors involvement with the Last Fling.

IN WITNESS WHEREOF, the parties have caused their signatures to be affixed hereto.

BUSINESS EXPO VENDOR

**NAPERVILLE COMMUNITY
CHARITABLE ORGANIZATION D/B/A
LAST FLING**

By: _____

By: _____
Business Expo Chairperson

[This Agreement is not effective unless it is signed by an authorized representative of the Last Fling.]