



Wine on the Fox

100 Parkers Mill, Oswego

MOTHER'S DAY BOUTIQUE APPLICATION FORM

Event Dates: May 4 from 11:00 AM – 8:00 PM and/or May 5 from 12:00 PM – 6:00 PM

The Village of Oswego invites Oswego downtown businesses to participate in the Mother's Day Boutique at Wine on the Fox. The Mother's Day Boutique is being offered as an opportunity for downtown businesses to showcase any approved products and/or services that would make great Mother's Day gifts and/or experiences. 100% of proceeds for all sales are retained by each vendor. Applicable taxes are required to be charged and paid. There is a one-day or a two-day commitment option. There is limited space. Not all applicants are guaranteed to be accepted. Acceptance will be made on a first-come, first-served basis. A minimum of four (4) booths are required for the Boutique to take place each day. If less than four (4) applications are received, the Boutique will be cancelled.

We hope that you will find this to be an exceptional opportunity, one that has great potential for sales, marketing of individual businesses, collective marketing for downtown businesses and for driving traffic into the stores through couponing and other promotional initiatives.

Attendance at Wine on the Fox was 5000-6000 in 2018. In 2019, there will be a temporary venue change from Hudson Crossing Park to Village Green Square at Village Hall to ensure adequate parking.

Participation Fee: \$50.00/day

Applicant Information

Contact Person: _____

Business Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Work Phone: _____ Mobile Phone: _____

Email Address: _____

Set-up:

The Village of Oswego will provide: 2; 8' x 2.5' tables and 2 folding chairs. Applicants are responsible for providing their own 10' x 10' tent and securing it to the ground. All tents are required to be white and staked into the ground on the back-side while being secured into the pavement using water jugs on the front-side. Putting stakes into the concrete is not permitted. If

you would like to rent a 10' x 10; tent, please contact The Rental Place, Inc. at 630-369-0242 and arrange for tent set-up on May 3rd with tent tear down on May 6th.

Description:

Please provide a description of items you intend to sell on a separate attachment. Bear in mind that patrons may want to make a purchase during the event but pick it up upon their departure. Please offer this service along with applicable signage indicating as such.

Terms:

- This event is will be held rain or shine. However, should severe weather dictate the postponement or cancellation of the event for any period of time, the time and space are not guaranteed to be made up.
- *Mother's Day Boutique* booths are required to be open for the entire length of the applicable event date or dates applied for. Tear down from the event will take place on Sunday, May 5th from 7:00 p.m. – 9:00 p.m.
- A minimum of 4 booths are required for the Boutique to take place each day.

***Electricity:**

If you need electricity, please list your electrical needs below. The event will end prior to dark. Parking lot lights will be provided at the Village for tear-down. Electrical Charge: \$50.00
 *If excessive electricity is requested, additional applicable charges may apply.

Equipment Description	Qty.	Watts	Amps

Please complete and return the Mother's Day Boutique Application by Monday, April 7 at 5:00 PM, to the Village of Oswego, Community Relations – Floor 2; 100 Parkers Mill, Oswego, IL 60543. Make checks payable to: Village of Oswego.

- Completed application
- Full amount of non-refundable fee of **\$50.00** (one day) or **\$100.00** (two days)
- Proof of Insurance Coverage naming the village of Oswego as additional insured
 The Village of Oswego requires at least \$500,000 in general liability coverage from vendors. **The Village of Oswego, its officials, employees and agents 100 Parkers Mill Oswego, IL 605343 are required to be listed as Certificate Holder and as *Additionally Insured* on the certificate of coverage.**

Description of Operations: Wine on the Fox Festival, May 4 – 5, 2019
Location: 100 Parkers Mill, Oswego, IL 60543

Signature: _____ **Date:** _____

By signing this document, I agree to all of the terms and information outlined in this packet of information.