

**Lyons Falls ALIVE**  
**Vendor Registration**    **INDEPENDENCE DAY FESTIVAL**  
**VENDOR SALES 10:00 A.M. to 5:00 P.M.**  
**Saturday, July 03, 2021**  
**Riverside Park, 6904 Laura Street**

Thank you for participating in our festival. Please complete this form and read the information below carefully as it contains important and time-sensitive information. We look forward to seeing you on Saturday, July 03. One of our goals is to promote local businesses.

Please return your signed form to: Katie Liendecker: [cliendecker@gmail.com](mailto:cliendecker@gmail.com) Sign up can also be done by telephone: (315-348-8744 OR 315-415-2567) or Patty Corey (315-348-6590).

**SIGN-UP:**

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Email address: \_\_\_\_\_ Daytime phone: \_\_\_\_\_  
Mailing address: \_\_\_\_\_ zip \_\_\_\_\_

**SET-UP:**

- ❖ Each participant will be designated a 12x12 foot area outside, the pavilion is not available for vendors. All items for sale must fit in your allotted space.
- ❖ Set-up will begin Saturday morning at 8:00 a.m. Vendors who have not arrived by 9:30 a.m. will be considered “no-shows” and will not be able to participate. If you would like to be next to another vendor, plan to arrive at the same time so you may set up in adjacent spaces. No spaces can be reserved...no exceptions!
- ❖ We ask that vendors be set-up and ready to go by 9:45 am. The vendor sales will be advertised to begin at 10:00 am.
- ❖ Vendors may not sell food or beverages unless prior approved by Katie & Patty.

**VENDOR RESPONSIBILITIES:**

- ❖ **A nonrefundable vendor fee of \$15 is required for each space.** The fee is payable via check (to Lyons Falls ALIVE) or cash (unless you are a non-profit agency, then there is no charge).
- ❖ Vendors are responsible for:
  1. unloading/loading vehicles and set up of individual spaces.
  2. Bringing tables, chairs, blankets, etc. in which to display your items. **We do not provide pop-up tents, tables or chairs for this event; please bring your own.**
  3. Their own pricing, cash boxes, collection of money, etc. Please be prepared with plenty of small bills and change in your cash bank—**we will not be able to change large bills for any vendor.**
- ❖ We recommend that you bring helpers to staff the booth and spare shopping bags for purchases.
- ❖ Items for sale must be suitable for a family-friendly audience. We retain the right to ask you to remove items deemed inappropriate or offensive.
- ❖ Your space must always be supervised. Lyons Falls ALIVE/recreation committee are not responsible for any lost, stolen, or damaged items/vehicles.
- ❖ All items must be removed from the area at the end of the sale.

**OVER**

**On July 03<sup>rd</sup>, 2021, all participants will be required to sign and submit the following statement to Patty Corey or Katie Liendecker**

*I have read and understand the guidelines above, and that the Lyons Falls ALIVE/Recreation committee are not responsible for or liable for damages including, but not limited to, LOSS SUFFERED BEFORE, DURING, OR AFTER THE FESTIVAL because of my participation as a vendor.*

*I understand that I must contain my setup within the 12 x 12 feet area. I must remove all items and materials no later than 7:00 p.m. leaving the site clear and clean.*

*I understand that all items displayed must be family appropriate.*

*COVID regulations: Have you had a vaccine? If not, masks are required if not able to keep 6' distance.  
Please have hand sanitizer available for yourself & customers.  
Please do not attend festival if you recently tested positive.  
Please do not attend if you have any of the covid symptoms.  
Disinfect your table on a regular basis.*

If you have further questions, please contact Katie Liendecker or Patty Corey

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Signature

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date

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Print name

**PLEASE REMEMBER, A \$15 SPACE FEE IS DUE NO LATER THAN THE MORNING OF THE EVENT. The space fee will be used to cover expenses for the event.**

**PLEASE HELP SPREAD THE WORD ABOUT THE INDEPENDENCE DAY FESTIVAL. FOOD AND BEVERAGES WILL BE AVAILABLE FOR PURCHASE THROUGHOUT THE DAY.**