

Festival Rules and Regulations

CHECK IN: When you arrive, check in FIRST at the Administrative Office desk next to the front gate. You will be asked to sign in and wait patiently until you are called (in order) to check-in. Management will check to see that 1) All of your required paperwork has been submitted, 2) All of your booth fees are paid in full. Once you have been cleared, and everything is processed, you can be checked-in for booth placement, photo I.D. and Parking Passes. NOTE: The booth must be checked-in and cleared before any employees will be issued Passes. Please plan ahead. Registration takes a long time, as there are many people to be registered. NOTE: To receive an I.D. Pass, the Booth operator must have completed the steps above, paid all fees due, and submitted a valid Vendor Pass Registration Form with all employees' name(s) listed. Anyone seeking to obtain an I.D. Pass must bring a State-issued Driver's License or I.D. to Administration for the I.D. Pass issuance.

BOOTH PLACEMENT: Once your booth has been cleared for placement, you will be added to the "Placement" list where a designated person will take you (in order based on this list) to your booth space. We will ask for your telephone number to contact you in case of placement delays or in case you have wandered away and your turn has come up.

PHOTO ID's: Your Festival ID is required for admittance to the site. DO NOT LOSE YOUR PASS. A replacement I.D. is \$10.00. I.D.'s must be carried at all times. IMPORTANT: Should we find that a Festival I.D. has been issued to an "employee" who is not actually working, a fine of \$50.00 will be charged to the booth owner or authorizing manager. Additionally, a charge of \$50.00 will be assessed for the Photo I.D. of employees that quit or are fired during the event. They are required to return their I.D. pass to the booth owner. It is the Booth owner's responsibility to return the I.D. to Administration or report the I.D. lost or stolen.

IDENTIFYING SECURITY: ALL OF OUR SECURITY STAFF MEMBERS CARRY SECURITY TEAM ID'S. Please cooperate with these staff members. Persons carrying Security and/or Staff passes (Executive Staff members) are allowed all access when it involves Festival business.

VEHICLE PASSES: Only one vehicle pass per registered Vendor will be issued. You must show your photo ID to receive your pass. Please make sure that your Vehicle Pass is always visible on your dashboard or from your rearview mirror, showing your Name, Booth Name, and Cell/Contact Phone Number visible. If you are parked where you do not belong we will attempt to find you. If there is no pass displayed or readable, or we cannot find you, your vehicle will be towed at your expense! DO NOT LOSE YOUR PARKING PASS, as replacements are not available.

AFTER HOURS SITE ACCESS: No one is allowed on the Festival site after closing without a valid Festival ID. All after hour gatherings must have prior approval from Festival Administration and Security.

SMOKING: Smoking on site during the Fest must NEVER be done in the view of patrons. Keep it out of sight and do not leave your butts behind. No exceptions! You will be fined \$50 for non-compliance.

ALCOHOL/ILLEGAL SUBSTANCES: We have a NO TOLERANCE POLICY regarding consumption of alcohol by Vendors during festival hours. Use of non-prescribed drugs of any kind is EXPRESSLY PROHIBITED at any time during the event. Disturbances resulting from "being under the influence" will not be tolerated.

ANY PHYSICAL ALTERCATION(S) WILL RESULT IN ONE, BOTH, OR ALL PARTIES INVOLVED BEING REMOVED FROM THE FESTIVAL PERMANENTLY. PROFANITY: This is a family-oriented event. The use of profanity is STRICTLY PROHIBITED.

HOURS OF OPERATION: All booths must be open continuously from 11:00 AM until the site has been cleared of patrons. The Festival is rain or shine. Please be prepared to protect your product in case of inclement weather. You may NOT close your booth without consent of the producer!

WEATHER: We are a RAIN or SHINE Festival. If the weather is severe enough that the Festival needs to close, the OFFICIAL WORD will come ONLY from Festival management. DO NOT CLOSE YOUR BOOTH WITHOUT PRIOR NOTICE FROM THE PRODUCER! Due to seasonal weather, all tents must be staked down. Please take all necessary and appropriate steps to ensure the public is safe in your booth at all times!!

LOST AND FOUND: Found items should be taken directly to the administrative office/desk inside of the Festival or given to Security personnel. Lost items will be stored in the Administration office during the event.

LOST CHILDREN: Should be taken directly to the nearest security staff member, or the closest information page standing with a radio.

PATRONS: This is a family event. PLEASE do not insult our patrons. If there is a problem with a patron, quietly report it to a security staff member or the closest staff member with a radio.

COURTESY: Please be considerate of other participants. Do not interrupt stage shows, musical presentations, or bits.

OBSERVANCE OF LAWS: Everyone is expected to abide by all applicable laws, regulations, ordinances, Park rules (including, but not limited to, those relating to health, safety, and fire prevention), and all instructions, rules and regulations provided by the Festival management.

SPACE ASSIGNMENTS: Space assignments are at the sole discretion of the Producer.

Our business address is:
Richton Park Fall Festival, Inc.
Attn: Ouida Neal
4455 Sauk Trail
Richton Park, 60471

Participant mail should be addressed to:
Village of Richton Park
Attn: Ouida Neal
4455 Sauk Trail
Richton Park, 60471

NO MAIL FOR THE FEST will be accepted at this address after the final festival day.

The following individuals are the Richton Park Fall Festival Department Heads. For assistance, please see the proper individual listed below (POC)

EVENT CONTRACTOR (WR)

By: _____ Date: _____

Title: _____

RIGHTON PARK FALL FESTIVAL (RPFF)

By: _____ Date: _____

Title: _____