



# 2023 Festival Rules & Regulations

Friday, August 25th (5pm-11:30pm)  
Saturday, August 26th (8am-11:30pm)

The following is a list of rules and regulations that you agree upon as a vendor/sponsor. If you choose NOT to comply with these rules and regulations, the Mahomet Music Festival (MMF) Management will ask you to leave the festival site without refund. Please read these rules and regulations thoroughly. By signing the application you indicated your AGREEMENT.

- 1. MANAGEMENT:** Mahomet Music Festival (MMF) Management reserves the right, at its sole discretion, to close any exhibit leased herein, without liability, should the Vendor or any employee thereof engage in acts that are disruptive and against the best interest of the event. Vendors should refrain from selling or displaying items that may be considered offensive, obscene, or could pose a public health or safety concern. MMF Management may, at its discretion, remove any vendor, merchandise, or display that does not conform to rules and regulations.
- 2. CONTRACT PROCEDURE:** Space is assigned on an invitation/contractual basis only. In the best interest of the event, certain limits on some items must be enforced. No business/organization or individual, however, has an exclusive contract as to product or items sold or distributed. Please note that all exhibit contracts are a one-year contract. MMF Management has the right to renew or not renew a contract to any Vendor whose conduct is deemed disruptive to the event. Vendors who show habitual delay in meeting contract deadlines or terms are subject to non-renewal. Products displayed are at the sole discretion of MMF Management and anything deemed unsuitable for the event will not be allowed.
- 3. RULES AND REGULATIONS:** Vendor agrees to abide by and adhere to all laws of the State of Illinois (including payment of sales taxes), all pertinent ordinances of the Village of Mahomet, Champaign County Public Health rules, and all rules, regulations, and policies adopted by MMF Management. Said rules, regulations, policies and items are hereby made a part of this agreement as if copied in full herein.
- 4. CHARACTER OF EXHIBITS:** MMF Management reserves the right to approve the character of all displays and to prohibit any display which, because of noise or other objectionable features, detracts from the general character of the exhibit and event.
- 5. APPLICATION & PAYMENT:** Vendors are required to submit payment IN FULL and insurance certificate/waiver at the time of application. Any application received without payment in-full and insurance certificate/waiver will not be guaranteed placement at the festival until the requirements are met. Any applications postmarked after the July 1, 2023 Food Vendor deadline, will be subjected to the late fee of \$50; July 25, 2023 Street/Artist Vendor deadline, will be subjected to the late fee of \$25. Any applications after July 1, 2023 must be given in person; payment must be received by CASH or CERTIFIED CHECK and arranged with the Festival Treasurer, **Lyn Ferdinand, by calling 217-800-1026**. Checks must be payable to: **Mahomet Music Festival**.
- 6. BOOTH ASSIGNMENT:** All vendors will be assigned on a first-come, first-assigned basis. Previous participation in the festival does not guarantee automatic placement in the 2023 festival. Location is determined based on sponsorship levels and vendor power requirements. If a Home-Based business has submitted an application form, the first business to submit will be the accepted vendor, no exceptions. All booth spaces are 10 x 12 ft. Should you require more space than the allocated booth space, **YOU MUST PURCHASE** additional booth spaces. Assignment is determined by the festival committee representative, requested locations are not guaranteed. Failure to select the appropriate amount of space for your booth may result in additional fees being incurred. You will be notified 1-2 weeks prior to the festival of your booth location.
- 7. LOAD-IN TIMES: Food Vendors** - All Vendors with food trailers will be assigned a load in time on **Thursday, August 24th between 3pm-6pm**. You will receive notification via email of your assigned time. Should you be unable to load in on Thursday, you will need to arrange with the Food Court Chair an alternate time no later than **noon on Friday, August 25th**. All Vendors with food booths must be set up by **2 pm on Friday, August 25th**. You're assigned location within the Food Court Area will be provided to you one week prior to the festival with your load in time. **Street Vendors** - all other vendors will be notified 1-2 weeks prior to the festival along with your booth location, specific details as to check-in time, and location for vehicle access. You are asked to pull-up to your assigned booth location, unload and park your vehicle **PRIOR** to any setup

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of your area. We ask that all vendors do their best to have their booths setup by the opening of the festival at 5pm. NO VEHICLE STREET ACCESS WILL BE AVAILABLE AFTER 5pm on Friday, August 25, 2023. Street Vendors are responsible for all tents, tables, chairs, extension cords and anything else needed to maintain vendor's booth space. Weights are required to hold down your tent in case of wind.

8. **LOAD-OUT TIMES: Food Vendors** - Under no circumstances will vendors be allowed to be removed from the Food Court Area prior to **12:30am Sunday, August 27th**, this will allow the safety of the festival grounds to be cleared of attendees. All power to the Food Court Area will be cut-off at 12:30am Sunday, August 27th, no exceptions! **Unless other approved arrangements have been made and approved by the Festival Chairman, ALL food trailers must be removed from the Food Court Area grounds no later than 8:00am, Sunday, August 27th.** **Street Vendors** - No Street Vendor may begin breaking down their booths until after **9:00pm, Saturday, August 26th**, unless prior arrangements have been made and approved by MMF Management. No vehicles will be allowed on Main Street prior to the close of the festival at 11:30pm, Saturday, August 26th unless authorized by MMF Management, no exceptions!
9. **CODE OF CONDUCT:** The Mahomet Music Festival is a "Family Friendly" festival and vendors/sponsors are expected to be professional and act appropriately. All vendors and sponsors should wear clean clothing and present a professional appearance. Foul language, profanity, or other rude behavior is not permitted and will not be tolerated.
10. **PROHIBITED SALE ITEMS:** Switchblade knives, stilettos, pinpoint laser lights, pepper spray, smoke bombs, stun guns, butterfly knives, product that represents or implies drug use, drug paraphernalia, pornography, and any item that resemble or bears the image of the Confederate Battle Flag are prohibited. These items will be confiscated, and your location may be in jeopardy of closure. Among the items prohibited are items that clearly represent racist ideology including but not limited to Ku Klux Klain items, items reproduced since World War II denoting swastikas. MMF Management hereby prohibits the sale or giveaway of any merchandise on its premises that resembles the aforementioned items. MMF Management has the sole discretion to prohibit Vendors from selling or displaying items that may be considered offensive, obscene, or could pose a public health or safety concern. The sales of bootleg or counterfeit products are prohibited. Counterfeit or bootleg products are fake replicas of the real product. Counterfeit products are often produced with the intent to take advantage of the superior value of the imitated product. It includes the forgeries or imitations of clothing, accessories, bags, shoes, watches, jewelry, electronics (both parts and finished products), software, works of art, toys, or movies. Selling these types of goods results in patent infringement or trademark infringement. Vendors may not sell items bearing the event logo, name or likeness.
11. **SOUND DEVICES:** The sound volume must be maintained at a level so as to avoid any interference with neighboring vendors. When objections are noted, it may be necessary for MMF Management to prohibit the use of sound devices or limit operation to short time periods. Use of sound slides, sound motion pictures, loud speakers and other sound devices is subject to approval by MMF Management. Use of motion pictures and slides will be permitted only if they are directly related to products, services, techniques, or application.
12. **HEALTH INSPECTION REQUIREMENTS:** Any Food Vendor and/or Street Vendor that will be providing food/beverages for sale or as a promotional give-away will be subjected to inspection by Champaign County Public Health Department (CCPHD). Vendor is responsible for obtaining any required food permit license from CCPHD and have it displayed at your booth. Vendors may contact **Public Health at 217-352-7961** for more information and fees. Vendors are responsible for any associated permit fees required by the County.
13. **HEALTH PERMIT/INSURANCE REQUIREMENTS:** All Food Vendors are required to provide a Health Permit and Certificate of Liability Insurance. All Street Vendors are required to provide a copy of a Temporary Health Permit if providing food/beverage at booth plus Certificate of Liability Insurance. Certificate of Insurance must name **Mahomet Music Festival/Village of Mahomet** as an additional Insured for **August 25-26, 2023**. This certificate must accompany your application form and meet the following guidelines: General Liability Coverage should have General Aggregate \$2,000,000 and Per Occurrence \$1,000,000. If you have employees working your booth, it must indicate Workmen's Compensation limits of \$100,000/\$500,000/\$100,000. Any Vendor approved to serve alcohol by MMF Management must have Liquor Liability with the limits of \$1,000,000 along with adding **Mahomet Music Festival/Village of Mahomet** as an additional Insured for **August 25-26, 2023** on their Certificate of Insurance.
14. **ELECTRICAL:** Electricity is limited outside of the Food Court area, therefore, you must indicate and submit payment for electricity at the time of application. Should you not indicate need for electricity on your application, it will not be available for your booth. Vendors are responsible for supplying their own damage free extension cords. All outlets will be GFCI, no exceptions. For Food Trailers located in the food court area, fees include one 110v and one 120v outlets. **No Air Compressors or Generators are allowed without the prior approval of MMF Management.**

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15. **VENDOR VEHICLES:** All vehicles must be cleared from Main Street by 5:00pm on Friday, August 25, 2023. Designated vendor parking will be identified in your booth assignment packet. If your booth needs to be restocked throughout the festival, you must do so by foot. If vendor is unable to follow this rule, vendor risks ejection from festival and forfeiture of participation fees.
16. **WEATHER PREPARATION:** All Vendors that provide a canopy or tent for their space are required to stabilize their equipment utilizing ropes to anchor units to ground with weights. No holes in street will be tolerated. Vendors are responsible for supplying weights for tie down as needed. MMF Management is not responsible for lost or damaged items due to severe weather.
17. **TRASH:** All vendors shall make an extra effort to keep areas immediately surrounding their booth area clean. MMF Management provides limited garbage cans throughout the festival, these cans are for general festival use and may not be taken from their location for use in individual booth areas. Should the vendor require a garbage can in their booth area, the vendor is responsible for providing their own.
18. **FOOD TRAILER VENDOR REQUIREMENT:** Food Vendors must notify MMF Management on their application form the total length of their trailer including hitch, generator, window awnings and any openings or extensions that may exceed length of space in order to properly plan and assign the food court area setup. Vendor is responsible for providing own extension cords, water hoses, garbage cans, tarps, ropes, cords, staple guns, tie wraps, etc. Vendor must provide own rubber mats to cover up all outside cords on the ground to protect patrons. Vendor is responsible for cleaning up booth area throughout the event and at the closing of each night of the festival.
19. **PROPERTY DAMAGE LIABILITY:** Vendor agrees to pay for any damage done by it or its agents and employees to any personal or real property of the Mahomet Music Festival/Village of Mahomet.
20. **REFUNDS:** NO REFUNDS unless cancellation is made IN WRITING before, **July 15, 2023**.
21. **AGREEMENT:** By signing the festival vendor application form/sponsorship form, you have acknowledged and agree to the Rules and Regulations of the Mahomet Music Festival/Village of Mahomet (Collectively, the AGREEMENT).
22. **RIGHT TO EXPEL & TERMINATE AGREEMENT:** MMF Management shall have the right and authority to interpret the following Rules & Regulations as in its discretion it might deem appropriate and to enforce compliance with such Rules & Regulations. Any violation of these Rules & Regulations or of any statute or ordinance shall result in immediate forfeiture of all rights and participation in the festival and the forfeiture of any monies to secure participation in the festival. The MMF Management reserves the right to expel anyone not complying (without compensation) from the Mahomet Music Festival. If MMF Management determines that the vendor/sponsor is in breach of this agreement, MMF Management may terminate the agreement and expel the vendor/sponsor from the festival without any refund or liability. Failure to meet these requirements and comply with the Rules & Regulations may result in potential eviction from the 2023 festival and future years and loss of any money paid. No refunds will be provided.

### ANY QUESTIONS MAY BE DIRECTED TO:

**Mahomet Music Festival**

**PO Box 904**

**Mahomet, Illinois 61853**

**Phone: 217-800-1026**

**Email: [admin@mahometmusicfest.com](mailto:admin@mahometmusicfest.com)**



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