

2025 McHenry County Historical Society Heritage Fair Craft Vendor Application

Event Date, Time, Process & Payment Deadlines

Event Date: Sunday, 7/13/25, 9 AM - 3 PM

\$60 Payment Due: Upon Contract Signing

Documents Deadline: Friday, 6/27/25

Vendor Application Process & Payment & Required Documents

As outlined above, the \$60 fee can be paid online through this link [Event Vendor Fee Payment](#), or by check mailed to the address below. We cannot accept cash payments.

McHenry County Historical Society
Attention: Director of Operations
6422 Main Street
PO Box 434
Union, Illinois 60180

Make checks payable to **McHenry County Historical Society**. Incomplete contracts or contracts submitted without the vendor fee will not be accepted. Vendor fees are non-refundable. Have questions? Call us at 815-923-1260.

Completed applications should be sent to patrick@mchenrycountyhistory.org or sent to the address above.

Administrative Documents

A copy of your current certificate of insurance showing general liability of at least \$1,000,000 per occurrence and a limit of \$2,000,000 total and naming the McHenry County Historical Society and Museum as an additional party insured.

Incomplete Applications & Cancellation Policy

Your application will be considered incomplete if any portion is incomplete or not accompanied by the payment by June 27, 2025. If the application is incomplete as of June 28, 2025, it will be considered canceled, and any fees will be forfeited.

Our events are considered rain-or-shine events. However, the McHenry County Historical Society (MCHS) reserves the right to cancel the event due to dangerous weather conditions or unforeseen situations that may make it inadvisable to host an outdoor event. In the case of cancellation, the McHenry County Historical Society shall not be liable for damages, claims, expenses, or losses. No vendor fees or rental equipment costs will be refunded in case of a cancellation.

Event Regulations

By signing this contract, you agree to abide by all the regulations and penalties.

Vendors may not sell or dispense alcoholic beverages during the event unless otherwise granted permission by the McHenry County Historical Society.

Sidewalks and walkways near your area shall be kept clear for foot traffic.

Unless otherwise arranged, vendors must remain open during event hours and are expected to bring adequate provisions to serve the entire event.

Vendor Set Up & Breakdown

Vendors will receive written information a minimum of three days before the event, detailing where they should check in and where and when to set up.

Private water will not be provided, and vendors must make reasonable wash station accommodations.

Vendors are expected to arrive by 8:00 AM and be ready to open their booth to the public by 9:00 AM

Vendors may begin breaking down 30 minutes before the event ends.

MCHS does not have a dumpster so vendors must make their own arrangements to dispose of their waste.

Government Compliance

All vendors are responsible for filing sales and use tax forms with the Illinois Department of Tax and Revenue and paying relevant taxes.

Vendors agree to comply with all police and other municipal regulations imposed by law.

Liability

Hold Harmless: The vendor agrees to hold the McHenry County Historical Society, its directors, officers, staff, employees, representatives, agents, and volunteers harmless against all claims and damages that vendors or others may sustain as a result of direct or indirect action of the vendor or any agent of the vendor in connection with the vendor's participation in the event. The vendor will not hold the McHenry County Historical Society or its agents responsible for any claim, loss, or injury arising in any fashion from the vendor's participation in the event and will indemnify McHenry County Historical Society against any such loss or claim.

Risk of Injury: Vendor assumes the full risk of any illness and personal injuries of any kind and all damages or losses of any kind that it or its employees may sustain arising out of or relating to the vendor's participation in the event.

Waiver of Claims: All vendors agree to waive and relinquish all claims or causes of action of any kind that it or its directors, officers, staff, employees, representatives, agents, and volunteers may have against the McHenry County Historical Society and Affiliates arising out of or relating to the event.

Release from Liability: All vendors fully release and discharge the McHenry County Historical Society and Affiliates from any and all claims or causes of action of any kind, including but not limited to illness, injury, death, damages, or losses of any kind which the vendors, the vendors' business or its officers, employees, volunteers agents, patrons, or members of the public may have or which arise out of or related to the event.

Licensing

The McHenry County Historical Society grants vendors a non-exclusive license to occupy a space during our events. Vendors accept the vendor space available at the time of the application. The McHenry County Historical Society makes no representations or warranty with respect to the condition or location of the vendor spaces. Vendor acknowledges that the McHenry County Historical Society has made no representation to alter, pave, or otherwise improve the condition of the vendor spaces.

Penalties & Enforcement

Any vendor participating in McHenry County Historical Society events who violates any Illinois law or regulation or supplemental regulations shall be subject to immediate removal from the event and revocation of further right to participate in our events.

Vendors should direct all questions to the Museum's Director of Operations at patrick@mchenrycountyhistory.org or 815-923-1260.

Juried Medium, Choose one:

- Baskets _____
- Ceramics _____
- Drawings _____
- Fiber Art _____
- Floral _____
- Folk Art _____
- Glass _____
- Jewelry (Please specify) _____
- Leather _____
- Painting _____
- Paper _____
- Photography _____
- Sculpture _____
- Soap/Lotion _____
- Wood _____
- Other (Please specify) _____

Yes, I would like to participate in upcoming McHenry County Historical Society events, and hereby agree to sell or offer for sale only such items which are listed on this application. I/we swear that all information is correct and complete to the best of my/our knowledge. I/we affirm have read and understand the rules of operation and agree to abide by all rules established for the operation of our events. I/we acknowledge full responsibility for all activities and conduct. I/we further acknowledge full responsibility for all activities conducted throughout the term of this permit and agree to hold McHenry County Historical Society harmless and to indemnify the McHenry County Historical Society from any and all claims arising under this permit. I/we also affirm that I/we carry an insurance policy that will protect against liability and that I/ we shall carry proof of said insurance while attending McHenry County Historical Society events.

Applicant Signature _____ **Date** _____

For Office Use Only

Date Application Received _____ **Application Complete** _____

Payment Amount _____

Certificate of Insurance _____ **Notes** _____