



# Champaign-Urbana Days 2023 Merchandise & Information Vendor Application

Saturday, August 12, 11am-8pm  
Douglass Park, Champaign



CHAMPAIGN  
PARK DISTRICT  
champaignparks.org

Please initial each section to show you have read & understand them.

## Welcome

As Champaign-Urbana Days draw near, we'd like to invite you to participate in this 30+ year-old tradition. This event draws nearly 2,000 patrons each year and offers great exposure to the community for participating vendors.

## Application Procedure and Deadline

Application, checks for fees, and certificates of insurance are due by **5:00pm on Monday, July 17, 2023**. Applications may be mailed to the Douglass Community Center, 512 E. Grove St., Champaign, IL 61820 or delivered in person Monday through Friday between the hours of 8:00am and 5:00pm. Space is limited, so please apply early.

## Fees

A \$75 booth fee is required for all **merchandise vendors** at the time of application. An information booth is free, but you must provide school supplies for giveaway. Any booth requiring electricity must pay an additional \$25 at the time of application. A Certificate of insurance listing the Champaign Park District as additional insured is required for merchandise vendors.

## Set Up and Tear Down

**9:00-10:30am on Saturday, August 12.** All vehicles used for set up must be removed from loading zone by 10:30am. **NO EXCEPTIONS.** Vehicles are not permitted to drive in the park. Loading and unloading must be done in designated areas only and must be cleared by the specified time. Failure to remove a vehicle from loading area may result in the vehicle being towed at owner's expense. **Tear down will be from 5:00-6:00pm on Saturday, August 12.**

## Booth Spaces and Tents

Each vendor must provide their own tent, tables, and chairs. Booth spaces are determined by the Champaign Park District staff and are based upon electrical requirements. You will receive a map indicating your 12' x 12' booth space no later than **August 1**. Loading and unloading will be marked.

## Security

Security will be on hand during the event. The Champaign Park District is not responsible for lost, stolen, or damaged items.

## Questions?

Contact **Mary Howell** at 217-398-2573 or [mary.howell@champaignparks.com](mailto:mary.howell@champaignparks.com); or fax 217-398-2575. For questions regarding safety guidelines, please contact **Joe Kearfott**, Assistant Director of Administrative Services, 217-819-3834, fax 217-355-8421, or [joe.kearfott@champaignparks.org](mailto:joe.kearfott@champaignparks.org).



## Champaign-Urbana Days August 11-12, 2023

Each year, thousands of people come together to celebrate family and to reunite in Douglass Park.

This event offers something for everyone, with live entertainment, great food, and activities for all ages.

**Come join us!**



**NO DOGS  
ALLOWED**

Anyone selling items for profit must submit certificate of insurance by Monday, July 17, 2023 to:

**Joe Kearfott Assistant Director of Administrative Services**

Champaign Park District,  
706 Kenwood Road, Champaign IL 61821

217-819-3834 fax 217-355-8421  
[joe.kearfott@champaignparks.org](mailto:joe.kearfott@champaignparks.org)

## Risk Management and Safety Requirements

A certificate of insurance, naming the Champaign Park District as additional insured, for no less than \$2,000,000 of general liability, **must be submitted to the Champaign Park District Assistant Director of Administrative Services by 5:00pm on Monday, July 17, 2023.** The certificate of insurance must read, "The Champaign Park District is listed as additional insured for Champaign-Urbana Days on August 12, 2023." The Certificate Holder shall be the "Champaign Park District, 706 Kenwood Road, Champaign, IL 61821-4112."

**Application Deadline: 5pm on Monday, July 17, 2023**



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PARK DISTRICT  
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**APPLICATION  
DEADLINE**  
5pm on Monday,  
July 17, 2023

PLEASE RETURN COMPLETED  
APPLICATION FORM AND  
PAYMENT TO:

**Mary Howell**  
Douglass Community Center  
512 E. Grove St.  
Champaign, IL 61820  
**Questions** 217-398-2573  
mary.howell@champaignparks.org

Organization or Business Name \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Address \_\_\_\_\_  
City / State / Zip Code \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_

### Electrical Needs

Power is limited and outside generators are strictly prohibited. Please list the volts, amps, and watts for all equipment. This information is listed on the label of any piece of equipment.

ITEMS TO BE PLUGGED IN	VOLTS	AMPS	WATTS

### Fees

No refunds will be issued after 5:00pm on Monday, July 17, 2023.

- \$75 Merchandise Vendor Space
- \$25 Electrical
- Free with donation of school supplies Information/Service Organization Booth

\$  **Total Enclosed** (Checks should be made payable to Champaign Park District)

### Please indicate how long you plan to stay:

- 11am-3pm
- 11am-6pm

The undersigned shall indemnify, defend and hold harmless the Champaign Park District and any of its directors, officers, employees, agents and representatives from and against any and all liability, loss, costs, causes of actions, demands, attorneys fees, expenses, claims, suits and judgments of whatsoever kind and character, including without limitation, all possible costs of responding to demands, in whatever form that may take, with respect to any claim made against the Champaign Park District that arises solely from an act, failure or omission on the part of the undersigned or any of its directors, officers, employees, agents and representatives in carrying out of the terms of this Agreement.

**Name of applicant (please print)** \_\_\_\_\_  
**Signature of applicant** \_\_\_\_\_ **Date** \_\_\_\_\_