CIDER N' CINNAMON ARTS & CRAFTS FAIR

Edgebrook

Thank you for your interest in Edgebrook's Cider N' Cinnamon Arts & Crafts Fair!

Cider N' Cinnamon is a free admission, two-day, Rockford arts and crafts tradition held annually at Edgebrook for over 45 years. It features local makers displaying a variety of art, jewelry, crafts, clothing, vintage, décor, and so much more! Enjoy delicious food and live music both days. Attendees mark Cider N' Cinnamon as the event to get a head start on shopping for the approaching holiday season with unique gifts, local finds and festive decor.

In addition to the event, all Edgebrook merchants and eateries will have normal business hours adding to the shopping and dining pleasure of all attendees.

To become a Cider N' Cinnamon vendor, please review the following Event & Vendor Information and return your completed vendor application along with your booth payment (check or money order made out to Edgebrook) to the following address:

Edgebrook
Attn: Sandy Dingus
1639 N. Alpine Road, Suite 503
Rockford, IL 61107

All vendor applications and fees must be postmarked no later than September 8, 2023.
The earlier you have your app/fee submitted, the better your chances for your requested booth.
Booths are on a first come, first serve basis.

If you are a new vendor to Cider N' Cinnamon or a returning vendor with a new product line, **you must submit photos (via email is permitted)** representative of your work before your application is approved.

Direct all questions and concerns to Sandy Dingus, Marketing & Events Coordinator at 815-398-8957 or sdingus@orputcompanies.com

Cider n' Cinnamon Arts & Crafts Fair
Saturday, October 7, 2023 • 10a-5p | Sunday, October 8, 2023 • 10a-4p

EVENT & VENDOR INFORMATION

Cider n' Cinnamon Arts & Crafts Fair is held at Edgebrook, 1639 N. Alpine Rd. in Rockford, IL. Cider n' Cinnamon will be held rain or shine on Saturday, October 7th 10a-5p & Sunday, October 8th 10a-4p, 2023.

Only vendors selling handmade art, crafts, vintage items or snack foods will be considered for Cider n' Cinnamon.

EVENT FEES: The booth fee of $90.00(outside) or $110.00(inside) is due with a completed vendor application.
Booth fees are Non-Refundale.

Booth fees must be paid by cash or check. Make checks payable to Edgebrook. No debit or credit cards are accepted. For any NSF or bounced checks, an additional fee of $25 will be applied.

BOOTHS: The majority of booths are 10' x 10'. Booths located under an overhang, are smaller and average an approximate size of 9' w x 8' deep. The majority of the booths inside are 10' w x 8'd. See the attached booth map for further illustration. Vendors will be charged for multiple booths if they exceed the booth space reserved.

Each vendor will need to supply their own tent(outside), table, and chairs. If bringing a booth tent, it **must** be secured with weights. All booth spaces on pavement cannot be staked into the ground.

Vendors are responsible for the safety of their booth and booth area. This includes, but is not limited to removing any trip hazards, taping down all extension cords, and weighing down your tent. Vendors are responsible for picking up all refuse created by their booth/business at the conclusion of the event.

Vendor booths are reserved on a first-come, first-serve basis once a completed application and booth payment are received by Edgebrook. Booth assignments are made at the discretion of the Event Coordinator.

SET UP & TEAR DOWN: Vendors should be on Edgebrook grounds by 9:00a the initial morning of the event. All booths must be set up and in show condition by 9:45a each day of the event. Outside Booth set-up can take place the Saturday morning of the event. Booths under the overhang can set up Friday night after 9:00pm **(except booths 4-6...set up is only available Saturday morning)**. Inside Booths can contact the Event Coordinator for setting up the week before the event (M-F 7:30-11:30a) or set up Saturday morning (doors will be open by 7:30a).

Unless authorization is given by the Event Coordinator, no booth tear down is allowed until 5:00p on Saturday or 4:00p on Sunday. **Any early tear down may result in the vendor not being accepted to future events.**

Vendors are allowed to leave their booth set up overnight on Saturday. **Edgebrook is not responsible** for any lost, stolen, or damaged merchandise or property.

INSURANCE & PERMITS: Edgebrook is not responsible for any loss, damage, and/or injury that takes place within a vendor's booth. It is highly recommended that each vendor obtain their own liability insurance through a private insurance provider. In some cases, this can be added to a vendor's current policy for the weekend.

Any vendor selling food must have proper permits from the Winnebago County Health Department. The Winnebago County Health Department will inspect any food vendors present at the event.

SALES TAX: Participants are solely responsible for collecting and remitting all applicable sales taxes to the appropriate authority including The State of Illinois and The City of Rockford.

The State of Illinois imposes an 8.75% rate on general merchandise. This is to be remitted to the Illinois Department of Revenue (IDOR). For questions regarding sales tax for The State of Illinois, they can be reached at 847-294-4200.

The City of Rockford separately charges a 1% rate on all qualifying food and beverage sales made within the City. The tax is to be collected from the customer at time of sale. This tax is reported and remitted directly to the City of Rockford on a City tax return form not to the IDOR. For questions regarding how to report and pay the 1% City tax or the items to be taxed, contact the City of Rockford at 779-348-7165 or e-mail LocalSalesTax@rockfordil.gov.

NOTICE OF ACCEPTANCE AND BOOTH ASSIGNMENT: All accepted vendors will be notified by email within a week of their application being received. Booths assignments are emailed to vendors after the application deadline has closed. If any vendor has not been notified of their booth assignment by 2 weeks prior to the event, contact the Event Coordinator.

Edgebrook's 2023 Cider n' Cinnamon Vendor Application

Saturday, October 7, 2023 10:00a to 5:00p & Sunday, October 8, 2023, 10:00a-4:00p

BUSINESS NAME:_____ PERSONAL NAME: _____

ADDRESS:_____ CITY/STATE: _____ZIP: _____

PHONE/CELL:_____ EMAIL: _____

WEBSITE/SOCIAL URL:_____ SOCIAL MEDIA (CIRCLE): ETSY FB INSTAGRAM

LIST YOUR ART/CRAFT (this is how it'll be listed in our advertising):_____

_____

IF YOU'RE A NEW VENDOR, HOW DID YOU HEAR ABOUT THIS EVENT?_____

BOOTH REQUEST

A single **OUTSIDE** booth space is $90.00 (10'x10', unless noted). A single **INSIDE** booth is $110.00 (approx 10'w x 8'd). If the space gets rented to a permanent Edgebrook Merchant, these spaces would not be available, vendor would have the option of an outside booth or refund. Vendors will supply their own tables, chair, tents(outside only), extension cords, and displays.

Number of booths:_____ Are you bringing a tent?:_____(all tents must be weighted)

Do you need electric (**very** limited outside)?_____ If "yes", what will you be plugging in?_____

List your 3 ideal booth spaces*: 1._____ 2._____ 3._____
*Edgebrook cannot guarantee to accommodate all booth location requests.

HOLD HARMLESS AGREEMENT

The conduct of the exhibit in my assigned area, as well as the security of those items brought to my assigned space, or any other space, is entirely my responsibility. I understand that the role of Edgebrook Limited Partnerships ("Edgebrook") is to provide exhibit space and to attract customers to the Event.

Insurance, which is highly recommended, must be obtained by me at my own expense. Edgebrook assumes no risk, and by the acceptance of this agreement, I expressly release Edgebrook from any and all liability for any damage, injury, or loss to any person or goods which may arrive from the rental and occupation of said exhibit space, and agree to hold and save Edgebrook harmless of any loss or damage by reason thereof.

I have read the "Event and Vendor Information" section included within this application. I agree to the following regulations and understand that violation of any of these regulations may mean the immediate forfeiture of my privilege of exhibiting and/or selling my work without refund of my fee or recourse against Edgebrook. Further, I recognize the right of Edgebrook or its designee to enforce these regulations, and be the final arbitrator of any disputes or questions.

Display Times: Exhibitors are required to have their works displayed during all of the scheduled exhibition hours of the Event. Vendors must be completely set up each day, by the event's opening time. Vendors are not allowed to tear down prior to the end of the event.

Exhibitor's Work: Exhibitors will only show work in the medium for which they were approved and will show only work that is representative of the type which they submitted with their application.

Restrictions: Conducting a raffle or drawing, hawking of goods, placing advertising outside booth space, or collecting or soliciting money or pledges from any cause is not permitted.

Booths: Booth assignments are the exclusive right of the Event Coordinator and may be changed at his/her discretion. Items must be at all times kept within the assigned booth space. Booth space use and display must not create any hazard or safety risk. Exhibitor's booth space and the immediate areas around it must be kept clean and left clean following the end of the Event. Event staff shall have the authority to adjust booths for the visual benefit of the entire Event.

Use of Name: Edgebrook has the permission to use the name of the exhibitor and slides/photos/videos depicting the work of the exhibitor for the purposes of promotion and advertising.

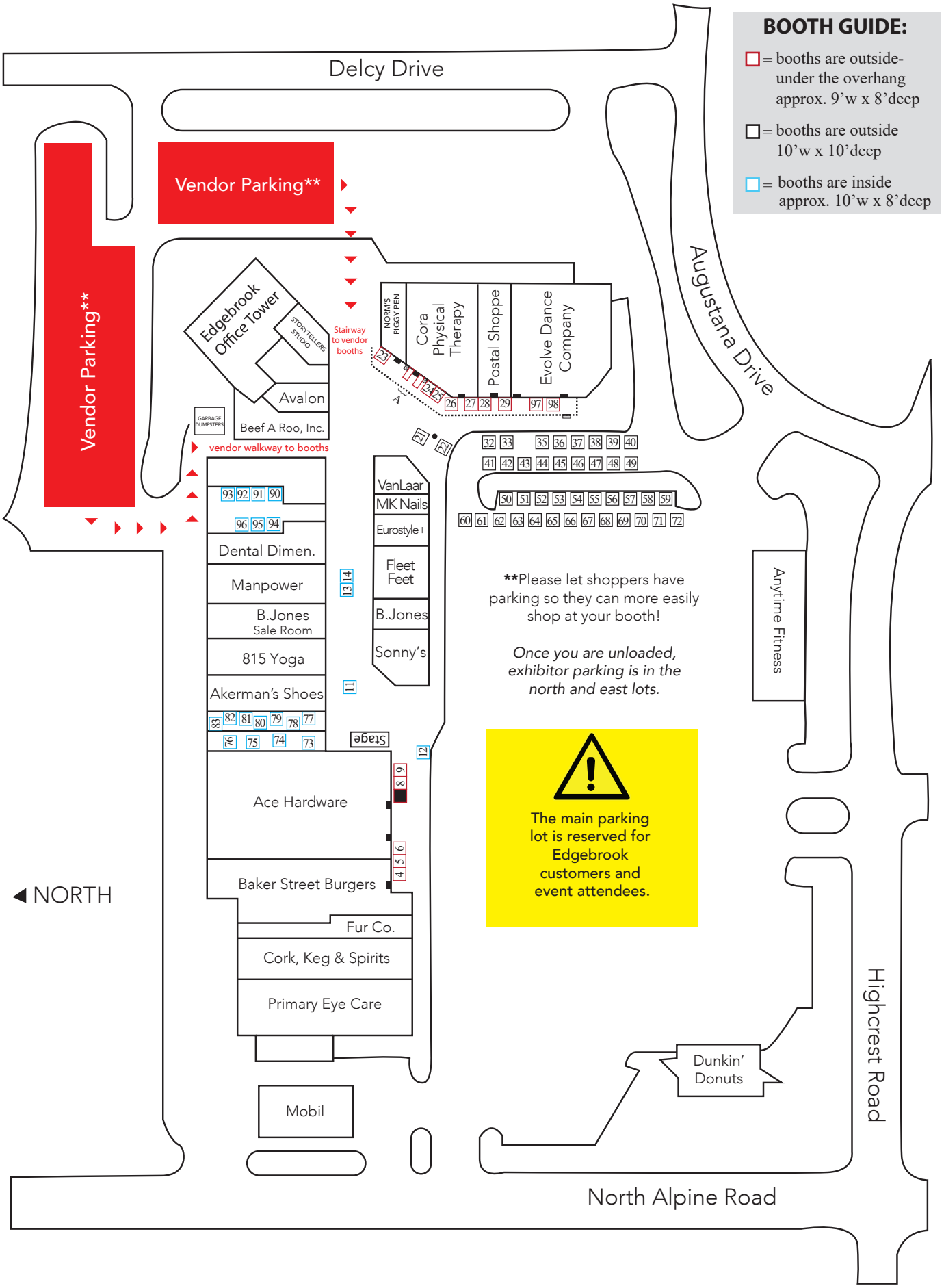
Exhibitors are solely responsible for charging tax and must report all tax information to the IRS.

_____

Signature Date

Completion of this application does not guarantee your inclusion within Cider n Cinnamon. If, you are not accepted as a vendor, you will be notified via the contact information supplied and your space payment will be returned.

All vendor applications and fees must be postmarked no later than September 8th, 2023.


BOOTH GUIDE:
= booths are outside- under the overhang approx. 9'w x 8'deep
= booths are outside 10'w x 10'deep
= booths are inside approx. 10'w x 8'deep
Delcy Drive
Vendor Parking**
Vendor Parking**
Augustana Drive
Edgebrook Office Tower
STORYTELLERS STUDIO
Stairway to vendor booths
NORM'S PIGGY PEN
Cora Physical Therapy
Postal Shoppe
Evolve Dance Company
Avalon
Beef A Roo, Inc.
GARBAGE DUMPSTERS
vendor walkway to booths
VanLaar
MK Nails
Eurostyle+
Fleet Feet
B.Jones
Sonny's
Dental Dimen.
Manpower
B.Jones Sale Room
815 Yoga
Akerman's Shoes
Stage
Ace Hardware
Baker Street Burgers
Fur Co.
Cork, Keg & Spirits
Primary Eye Care
Mobil
Anytime Fitness
**Please let shoppers have parking so they can more easily shop at your booth!
Once you are unloaded, exhibitor parking is in the north and east lots.
The main parking lot is reserved for Edgebrook customers and event attendees.
Dunkin' Donuts
Highcrest Road
North Alpine Road
NORTH