

ELBURN DAYS August 17-19, 2018

GROUND SPACE GUIDELINES

Spaces will be awarded under the following rules based on limited space:

- Space for Not for Profit organizations based within the boundaries of the Kaneland School District.
- Spaces will be awarded to Profit based businesses located within the boundaries of Kane County.
- Exceptions will be made to the above for businesses and organizations that have participated at Elburn Days during the past two years. They will be grandfathered in.

Included you will find an application for 2018 Elburn Days. Please read carefully and answer every section completely. Your signature will be required on the bottom of the application form. In order for the Elburn Lions to make Elburn Days a success for all, we have had to implement some policy changes. If you do not comply with the policies, unfortunately we will not be able to secure a space for you and/or your business.

Operation times: Fri. 5:00 pm - 11:00 pm Sat. 11:00 am - 11:00 pm Sun. 11:00 am - 9:00 pm

Rides & Games: Fri. 5:00 pm - 11:00 pm Sat. Noon - 11:00 pm Sun. Noon - 9:00 pm

Application, Certificate of Insurance, & Payment are due by July 1, 2018 to insure you have a space.

To reserve your space, complete the form and get back by the due dates. Forms are also available at the Elburn Lions Club website at www.ElburnLions.com.

Insurance Requirements:

All applicants must provide proof of insurance by the application deadline. You will need to contact your insurance company and request a certificate of insurance. When you contact your insurance company, you will need to give them the following information. Certificates can be sent by your insurance company via fax or email to office@elburnlions.com or faxed to (630) 365-6362. They can also be sent with the application and payment. Please have the specific companies name identified on the insurance certificate that will be at Elburn Days to avoid delays

CERTIFICATE HOLDER & ADDITIONALLY INSURED need to be listed as: Elburn Lions Community Park, Inc. & Elburn Lions Club
500 Filmore Street
Elburn, IL. 60119

Ground space:

Space will be assigned and marked with your name on it. You may begin set up on Thursday Aug 16, and all day on Friday, Aug. 17 up to 4 pm. ***All must be ready by then!*** Please note that we will be hosting a special session for special needs children and their families to use the amusement rides from 2:00 – 5:00 PM on Friday. Please be careful entering and exiting the grounds with your vehicles during this time.

Food Vendors:

Will not be able to sell items that the Elburn Lions Club sell such as ***Pork chop, Roast Beef, Steak, Hamburgers, Brats, Hot Dogs, Sandwiches.*** We will limit the amount of same selling items other than soda pop and water (you will be contacted) if this applies to you.

Electricity and Outlets:

Appliances must be “three pronged” grounded, you will need to provide your own **12 gauge / 3 wire 100’ extension cord, three phase is available.** Village of Elburn Inspectors and Elburn and Countryside Fire Department Fire Marshall will be on site to check electrical hook ups (connections made 2 ft. above ground) and to remove any potentially dangerous situations.

Waste Disposal:

Dumpsters will be located behind the beer garden, by the South pavilion, and at the main building parking area. Vendors are responsible for cleaning their own space. If you’re a food vendor who has **hot oil or charcoal**, take it with you. Don’t leave it or put it in our dumpsters or dump it on our grounds.

Water:

Is available - no unauthorized hose connections will be allowed.

Ice:

For vendors who need ice it please contact Chuck, 20# bags will be available by the Lions Club. Contact information is given below.

Health Department Inspections:

Food Vendors must get a Kane County Health Dept. Permit and have a copy on site and in plain view, they will be around all weekend to inspect.

Fire Inspection:

All food vendors, and any vendors with electrical connections are required to have a fire extinguisher in their booth space. The Elburn Fire Department will be around to inspect your booth before you can open up on Friday and the weekend. If you do not comply by their rules, you will be shut down.

Display of Prices:

Vendors will be required to display the prices of their products which allow all participants the opportunity to examine those prices before purchasing any product.

The Elburn Lions Community Park and Staff:

Are not responsible for losses of any kind whether by fire, theft, physical violence, elements of nature or any other cause, however originating. Participants are responsible for their own merchandise and equipment, its protection and insurance.

Elburn Days:

All activities performed and products sold are subject to approval of Elburn Lions Days Committee. Elburn Lions Days reserve the right to restrict any questionable products or services.

Cancellations:

Elburn Days will take place rain or shine. No refunds will be made.

Questions please contact the Elburn Days Grounds Committee or Elburn Lions Club office
Phone: Chuck Galauner (630) 267-2218 Email: elburndaysgrounds@elburnlions.com (Anytime)
Elburn Lions Club Office - Phone: (630) 365-6315 Fax: (630) 365-6362