

## 2019 Lombard Senior Fair Vendor Application

Below is information and an application for Lombard's Annual Senior Fair.

### **When is Lombard's Senior Fair?**

The Village of Lombard's Senior Fair is hosted by the Community Relations Committee and is scheduled for Wednesday, October 2, from 9 a.m. – 1 p.m., at Madison Meadow Athletic Center 500 E Wilson Ave, Lombard, IL 60148 (NEW LOCATION)

### **What kinds of vendors will be able to participate?**

This event is seeking vendors that focus on providing services or genuinely helpful information to Lombard's Senior Citizens. We are seeking organizations, community groups, or businesses that provide services to Lombard seniors. Priority will be given to Lombard based vendors.

### **How much does it cost to be a vendor?**

There is a \$100 Vendor fee for for-profit businesses. Registered not-for-profit groups or organizations do not have a fee.

### **How are vendors chosen?**

Due to space constrictions, vendors are chosen on a first come basis. All vendors will need to fill out the attached participation information. Vendors will be reached out to individually confirming their participation.

### **What should vendors expect?**

Vendors are required to be on site and set up at 8:30 a.m., with set up complete no later than 8:45 a.m. Please contact us with any specific needs to your set up. There are approximately 200 attendees.

### **Can we hand out giveaways?**

Yes! The tables with handouts tend to be very successful at this event. The Village will provide Senior Citizens a bag to collect items. Vendors are NOT TO SELL any items or services at this event.

### **Will there be food or drinks available for vendors?**

While there will be snacks and drinks available for attending seniors, we ask that vendors bring their own food and drink items.

### **What is the parking situation for vendors?**

The majority of the event parking will be reserved for attending senior citizens, and additional handicapped parking will be added to the lot for those in need. Vendors may drop off items before parking in a designated vendor parking area. Signs will be posted. Please do not park in the areas that are reserved for senior citizens.

### **Who do I call if I have questions or would like to know more?**

Please feel free to direct your questions to [seniorfair@villageoflombard.org](mailto:seniorfair@villageoflombard.org).

# 2019 Lombard Senior Fair Vendor Participation Request

**Due Friday, September 6, 2019**

Email to [seniorfair@villageoflombard.org](mailto:seniorfair@villageoflombard.org)

Organization, group, or vendor name

Date Submitted

\_\_\_\_\_ / \_\_\_\_\_ / 2019

First Name

Last Name

\_\_\_\_\_

Email

Phone Number

\_\_\_\_\_

Vendors cannot sell any items or services to senior citizens attending this event. What useful information or services will your group, organization, or business provide attending senior citizens?

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Do you have any additional requests that are necessary for your display?

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The venue has very limited options for power, but if you require power for your display this may be arranged for several vendors at most. Do you require power for your display?

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