



VENDOR INFORMATION

We are excited to announce that The 2021 ACCA (Aviation Content Creator Awards) Event will be taking place at the Whiteside County Airport on July 23, 24, & 25, 2021. There is a lot of excitement about this event and it is anticipated that there will be a great turnout by the general public. There is planned a 2k Fun Run on the runway, a lot of flying, static display aircraft, and the ACCA Airshow.

This is a great opportunity for commercial food, drink, and product vendors to sell products to everyone involved with this event. Our premier parking spaces will fill up quickly, so we recommend you register early. **REGISTRATION DEADLINE: June 25, 2021**

| | |
|----------------------------|--|
| Event Location: | Whiteside County Airport, 10950 Hoover Road, Rock Falls, IL 61071 |
| Event Dates: | Friday, Saturday, and Sunday - July 23, 24, & 25, 2021 |
| Public Gates Open: | 7am on Friday, Saturday, and Sunday |
| Public Gates Close: | At dusk Friday and Saturday and 12 noon on Sunday |
| Setup Times: | Thursday - 2pm – 9pm Friday – 8am to 10am Saturday – 7am – 10am Sunday – 7am |
| Tear down Times: | Friday & Saturday at dusk or when traffic slows down (at your discretion). Sunday after 12 noon |

We realize if you are a food vendor and do not have breakfast items that you won't need to be there at 7 am all 3 days, but we would like you to be there and ready to serve food by 10am on Friday & Saturday. All other vendors might want to be there when gate opens to the public or shortly thereafter.

ACCOMMODATIONS

Lodging can be reserved at one of our many local lodging facilities in Rock Falls or Dixon, IL. Call Rock Falls Tourism for information on hotel accommodations (815-622-1106).

ALL VENDOR PACKAGES INCLUDE THE FOLLOWING IN CONNECTION WITH YOU PARTICIPATING AS A VENDOR AT THIS EVENT:

- Free promotion of your business with a complementary program listing in Official Souvenir Program
- Free promotion of your business with a logo and website listing on our webpage
- Free promotion of your business with social media exposure
- Daily free vendor vehicle parking passes and 5 weekend employee armbands



OTHER PERTINENT INFORMATION:

- Vendors participating will be on a first come/first serve basis due to the limitations of vendor spaces
- Vendors must provide their own tables, chairs, tents, and electrical cords
- Vendors must provide their own extension cords required to access the power supply
- Generators may be used; however, muffled or quiet models would be appreciated
- No alcohol, drugs, drug paraphernalia, or tobacco-related products will be sold by vendors
- Vendors must capture all gray water, grease, oil and dispose it properly. Absolutely no dumping on the tarmac is allowed!
- Ice will be available for purchase
- All tents or trailers must be properly secured for the safety of everyone. Tents must be secured with sandbags or water barrels or other similar devices. Water is available onsite for filling water barrels. No stakes can be put into the asphalt, concrete, or tarmac
- All vendors must maintain clean and sanitary conditions at its vendor space at all times, and will remove all trash from and around the immediate vicinity of its vendor space at the close of each day. Trash should be deposited in designated trash area

INSURANCE: All vendors must provide a Certificate of Liability Insurance listing 2021 ACCA as additionally insured for the amount of \$1,000,000, and a copy attached to the vendor application.

HEALTH DEPARTMENT APPROVAL: All vendors selling food will be required to notify the Whiteside County Health Department for proper approval and have a temporary food permit from Whiteside County Health Department and a copy must be provided prior to the start of the event.

SECURITY: Whiteside County Airport will not be responsible for the security of vendor equipment; however, there will be general area security onsite after event hours. Vendor is responsible for continuous staffing from open to close of the event each day.

CANCELLATION & REFUND POLICY: If vendors cancel their confirmed reserved spaces, the fee will be refunded 100% until June 25, 2021. In the event that all or any portion of the event is canceled due to inclement weather, wind, fire, smoke, or for any reason beyond the control of the 2021 ACCA Event, no refunds will be given for vendor spaces purchased.

TENATIVE SCHEDULE OF EVENTS

| | |
|----------|--|
| Friday | -7am and throughout the day – Aircraft arrivals all day, flying all day, and flight line static displays -7pm the ACCA Band |
| Saturday | - 8am ACCA Fun Run (2K run down runway) -2-4pm ACCA Airshow |
| Sunday | -Watch the aircrafts head out to AirVenture in Oshkosh, WI |



VENDOR APPLICATION FORM

My organization will be selling on (Please check):

Friday only Saturday only Friday & Saturday only Friday, Saturday & Sunday

Business Name: _____

Contact Person: _____ Phone: _____

Mailing Address:

City/State/Zip

Email: _____ Website: _____

VENDOR PRODUCTS, SERVICES AND INFORMATION

The products, services, or types of information you intend to sell must be described below to avoid duplication in vendor items. Some duplication may exist due to known demand based on past experiences. We strive for a successful event for each vendor.

- | | |
|----------|-----------|
| 1. _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | 10. _____ |

VENDOR SPACE INFORMATION

I will be selling items from my: Truck Trailer Tent

The combined measurements of my sales/structure area are: _____' long by _____' wide by _____' high

Is 110-volt electricity needed? Yes No (**Note: 220 volt electricity is not available**)

Vendors must provide their own extension cords required to access the power supply. Generators may be used; however, muffled or quiet models would be appreciated.



VENDOR SPACE PRICING

Please check which vendor space you will need (these fees are good for the whole event whether you are there one day, two days, or all three days:

| | | |
|-------|----------------------------------|----------|
| _____ | Space with electric/water hookup | \$200.00 |
| _____ | Space with water hookup only | \$150.00 |
| _____ | Totally self-contained | \$100.00 |

CANCELLATION & REFUND POLICY: If vendors cancel their confirmed reserved spaces, the fee will be refunded 100% until June 25, 2021. In the event that all or any portion of the event is canceled due to inclement weather, wind, fire, smoke, or for any reason beyond the control of the 2021 ACCA Event, no refunds will be given for vendor spaces purchased.

I understand that my name and/or photographs or video images may be taken at this event. I freely give my permission for use of such photographs, video images, or my name in future event promotions and in association with Whiteside County Airport and Rock Falls Tourism without further communication or compensation.

As evidence by my signature below, I have read this waiver in its entirety and agree to its terms.

VENDOR SIGNATURE: _____ **DATE:** _____

RESERVATION PROCESS:

Mail or deliver the completed application, Certificate of Liability Insurance, and check (payable to Aviation Content Creator Awards) to:

2021 ACCA
Attn: Melinda Jones
603 W. 10th Street
Rock Falls, IL 61071

A confirmation letter will be emailed to you confirming your reservation. All requirements must be received by the time of application in order to hold a space. Those not complete will be returned for resubmission.

If you have any questions regarding vendor information only, please contact Rock Falls Tourism via email: director@visitrockfalls.com or call 815-622-1106 or 815-590-7330.