



VENDOR AND ITINERANT VENDOR APPLICATIONS

May, 2022

Dear Vendor,

Thank you for your interest in the Galena Holiday Festival. This first-time event will be held on the first Saturday in December in conjunction with the Fire in the Sky—6:30 p.m. to 7:00 p.m. annual fireworks display—in Green Street Plaza near historic downtown Galena, Illinois.

The Galena Holiday Festival will feature 16 vendors selling a variety of holiday-themed high-quality, handmade arts and crafts and/or manufactured items. Festival goers and participants will enjoy delicious food, family fun, live entertainment, and Reindeer games just for children. Galena Holiday Festival is a volunteer-run event. All proceeds from the event will support the Galena Art and Recreation Center.

Festival Hours: Saturday, December 3, 2022 11:00 a.m. – 6:00 p.m.

Early Bird Shoppers: Many shoppers like to come early. We recommend vendors are open and ready for business by 10 a.m.

Where: Green Street Plaza • 101 Green Street • Galena, Illinois 61036

When filling out your application forms, **please print**. If we cannot read your handwriting, your data may get entered incorrectly. This will impact the way your business name, vendor name, and product information are displayed in promotional materials and on your booth sign.

We also ask that you provide your best email address on the application. Please share with us the email address that you check regularly. Vendor correspondence may be sent via email, and we definitely want all Galena Holiday Festival information to reach you. Please visit <https://www.galenaholidayfestival.com> to learn more about the event and review vendors' frequently asked questions (FAQs). If you need further assistance, please call **815-317-6703** or email me at galenaholidayfestival@gmail.com.

Sincerely,

Terri Nelson

Terri Nelson
Vendor Chairperson
Galena Holiday Festival
815-317-6703
galenaholidayfestival@gmail.com

GALENA HOLIDAZE FESTIVAL VENDOR APPLICATION

DECEMBER 3, 2022



Submitting a vendor application and payment does not confirm your space in the Galena Holiday Festival. If, for some reason you are not accepted as a vendor, you will be notified and your two checks and photos will be returned.

Application deadline is July 31, 2022.

BUSINESS NAME: _____

NAME: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP CODE: _____

PHONE: _____ CELL PHONE: _____

WEBSITE: _____ EMAIL: _____

www.facebook.com/ _____ www.instagram.com/ _____

Etsy Shop: _____ Other online presence: _____

➔ Do you have a logo for your business? Please email us a .jpeg of your logo to: galenaholidayfestival@gmail.com

LIST THE PRODUCTS YOU WILL OFFER FOR SALE AT THE 2022 FESTIVAL: _____

WHAT MAKES YOUR PRODUCT(S) HOLIDAY-THEMED AND SPECIAL? (Attach extra sheet, if necessary.) _____

License Number of Vehicle: _____ License Number of Trailer: _____

BOOTH SIZE: 10 feet deep x 10 feet wide

PARKING: Water Street • Galena, Illinois — along the levee

NOTICE OF ACCEPTANCE: Accepted vendors are notified by August 31, 2022. Vendors' checks will be cashed in September. Photos will be returned in vendor packets on the day of the Galena Holiday Festival. Vendors not accepted will have their checks and photos returned.

VENDOR RESPONSIBILITY: Vendor is fully responsible for any loss or damage to his or her property by theft, fire, or casualty. Galena Holiday Festival representatives and Galena ARC expressly disclaim any responsibility for same. Each vendor is responsible for the conduct of his or her representatives and must not detract from the image or welfare of the show.

By signing this application, I certify that I have read the two-page **2022 Event Information & Vendor Guidelines** document. Also, I will adhere to all policies and agree to all terms stated above.

Signature _____ Date _____

If we print rack cards, up to 25 event rack cards are available to each vendor wishing to help promote the event. Quantity: _____

Applications must be postmarked by **July 31, 2022**. Mail to: Galena ARC, PO Box 11084, US Highway 20 West, Galena, IL 61036.

GALENA HOLIDAZE FESTIVAL

2022 EVENT INFORMATION & VENDOR GUIDELINES - page 1 of 2



Galena Holiday Festival is held at Green Street Plaza, located at 101 Green Street in Galena, Illinois, on Saturday, December 3, 2022, from 11:00 a.m.– 6 p.m.

Galena Holiday Festival is an outdoor event. If it is canceled due to inclement weather, your vendor application and fees will automatically roll over to the next year. Other arrangements can be made, if you do not want to return.

BOOTHS: Vendor booth spaces are 10 feet deep x 10 feet wide. All spaces are marked. One space is allowed per vendor. Only one vendor is allowed per booth. Booth assignments are allocated by the committee. Location requests are not guaranteed. If your booth or product display is in another vendor's booth space and/or the walkway you will be asked to move your booth and/or product display within the boundaries of your marked vendor space.

Each vendor supplies their display materials. The Galena Holiday Festival will supply a premade wooden booth with exterior lighting and signage.

No generators are allowed. Electricity is not available for vendors.

COSTS/FEES:

- **BOOTH FEE:** A \$75.00 check or money order made out to: **Galena ARC** is due with the *Vendor Application*.
- **ITINERANT MERCHANTS & VENDOR LICENSE:** Any person engaged temporarily in the sale of goods for fewer than five days at a single location in the City of Galena must apply for an *Itinerant Merchants & Itinerant Vendor License*. To be considered for a vendor space, every Galena Holiday Festival Vendor Application must also include a City of Galena Itinerant Merchants & Itinerant Vendor Application (filled out with required signature) and a \$25.00 check or money order payable to the **City of Galena**. If you are accepted into the fair, your Itinerant Merchants & Itinerant Vendor Application will be forwarded to the City of Galena. Upon approval, the City of Galena will give your license to the Galena Holiday Festival Vendor Chairperson. Vendors will receive their Itinerant Merchant License upon arriving at their booths on December 3.

PROCEEDS FROM SALES/TAXES: Vendors will receive all proceeds from sales at their booth. All out-of-state or non-licensed Illinois businesses are required to submit a Special Event Tax Collection Report and Payment Coupon (Form IDOR 6-SETR) within ten days of the close of Galena Holiday Festival. This form will be included in the packets given to vendors the weekend of the fair.

VENDOR SELECTION: Only vendors with holiday-themed high-quality handmade arts and crafts and/or manufactured items will be considered for the Galena Holiday Festival. Vendors will be selected by a jury process.

NOTICE OF ACCEPTANCE: The judges will select vendors during the first few weeks of August. If accepted, vendors will be notified by August 31, 2022. Vendors' checks will be cashed in September. Photos will be returned in vendor packets the day of the Galena Holiday Festival. Vendors not accepted will have their checks and photos returned by mail.

CANCELLATION: If you must cancel your booth, please call **815-317-6703** immediately. If your cancellation is received after September 30, 2022, booth entry fee (\$75.00) and Itinerant Merchant License fee (\$25.00) will not be refunded.

PACKET PICK UP: Vendor packets will be placed in your booth for you to pick up on Saturday morning.

SET UP: Vendors may set up their booths from 2:30 p.m. to 6:30 p.m. on Friday, December 2 and/or from 7:00 a.m. to 10:00 a.m. on Saturday, December 3. All booths should be set up by 10:00 a.m. on Saturday to coincide with the opening of the stores in downtown Galena.



LOAD IN/OUT: No vendor may close before the official closing time of the event, which is 6:00 p.m. on Saturday. Vendors breaking down early may not be accepted to future Galena Holiday Festival events.

The loading/unloading zone along Green Street Plaza is reserved for vendors only. Please obey all signs as posted and move your vehicle as soon as it is loaded/unloaded as a courtesy to other vendors who may be waiting.

PARKING: Vehicles should park on Water Street along the levee. Please obey all parking signs and parking restrictions as posted.

SECURITY: Neither the security provider nor the sponsor of the fair is responsible for items lost, stolen, or damaged.

SMOKING: There is no smoking in the Green Street Plaza during the Galena Holiday Festival.

DOGS: Please leave your dogs and pets at home for this event. Only individually-trained Service Dogs that are trained to work or perform tasks may be in Green Street Plaza during this event. Emotional support animals are not recognized as service dogs by the Americans with Disabilities Act (ADA). We appreciate your cooperation.

LODGING: Galena Holiday Festival is an extremely busy weekend. Area lodging fills rapidly. We recommend reviewing information on the VisitGalena.org website or searching Airbnb, HomeAway, and VRBO. Call our tourism office at 815-776-9200. We would love to host all fair vendors in our local lodging; however, it is sometimes difficult to find a place to stay on an event weekend. More lodging is available 15 miles west of Galena in Dubuque, Iowa.

CITY OF GALENA, ILLINOIS

101 Green Street, PO Box 310, Galena, Illinois 61036



Itinerant Merchants & Itinerant Vendor Application

Itinerant Merchant: Any person who is engaged temporarily in the sale of goods, wares or merchandise, either in new or used, who, for the purpose of conduction such business, occupies or uses any convention center or any other location within the municipal limits for periods of fewer than five days at a single location to display or sell such goods. Exceptions to this are individuals conducting not more than two garage sales per year on private residential property.

Itinerant Vendor: Any person who transports tangible personal property for display or sale at a convention center or any other location within the municipal limits who does not maintain an established office, distribution house, sales house, warehouse, service center or residence from which the business is conducted.

Please note:

1. Permit can only be issued in connection with sales offered as a part of a dully licensed fair, festival, or flea market.
2. The agent of the duly licensed fair, festival, or flea market event shall provide the City Clerk with the completed applications and forms of each vendor which participates in the event at least ten (10) days prior to said event. License fee shall be paid by the itinerant vendor or itinerant merchant at the time of the application. Applications without all required information will not be processed.
3. If the application is a partnership, each partner, principal, or member thereof both individuals must complete the application. If the application is a corporation, the application shall contain the information for principal officer and the registered agent thereof. If more room is needed, use separate sheet of the reverse side of this application.
4. The fee for an Itinerant Merchant or Vendor License shall be twenty-five dollars (\$25.00). A license shall not be valid for more than seventy-two (72) hours.
5. **Out-of-State Businesses or Non-Licensed Illinois Business:** All Out-of-State or Non-Licensed Illinois Businesses will be required to submit a Special Event Tax Collection Report and Payment Coupon (Form IDOR-6-SETR) within ten (10) days of the close of the event to the Illinois Department of Revenue, Collection Bureau, PO Box 19035, Springfield, IL 62794-9035. **This form will be provided to you by your event sponsor.** Any questions with regard to this form or submission of the tax should be directed to Rev.SpecialEvents@Illinois.gov or by calling 1.847.294.4475.
6. **Illinois Licensed Business:** If you are an Illinois licensed business and have a current Illinois Business Tax Number and have added Galena, Illinois as one of your listed changing locations, you are not required to submit the IDOR-6-SETR form. If you would like to add Galena as a changing location, please contact the Special Events Coordinator at Rev.SpecialEvents@Illinois.gov or by calling 1.847.294.4475 and they will assist you in adding this to your registration at no charge to you.

Telephone: 815-777-1050 • Facsimile: 815-777-3083 • www.cityofgalena.org

GALENA HOLIDAZE FESTIVAL

2022 APPLICATION CHECK LIST



For your application to be considered, the following must be included:

- Galena Holidayze Festival **Vendor Application** (filled out; signature required)
- 3-5 color photos of your work (no slides/copy machine photos). Put your name on back of each photo
- \$75.00 booth entry fee in the form of a check or money order payable to: **Galena ARC**
- City of Galena **Itinerant Merchants & Itinerant Vendor Application** (filled out; signature required)
- \$25.00 Itinerant Merchants & Itinerant Vendor License fee in the form of a check or money order payable to the: **City of Galena**
- A **large, legal-size, self-addressed, stamped envelope** that is large enough for your photos to fit into

REMINDERS:

Print your application information.

Provide your best email address. The one you check regularly.

Be sure to add our email to your contacts list.

Please review the Event Information & Vendor Guidelines before applying.

SEND ALL INFORMATION TO:

Galena ARC
PO Box 11084
US Highway 20 West
Galena, IL 61036

❄️ Your application must be postmarked **July 31, 2022** or earlier. ❄️

Thank You