



## 2024 EDWARDSVILLE ART FAIR

### FOOD VENDOR APPLICATION - **Due by July 15th**

September 27, 28, 29, 2024

Edwardsville Arts Center 6165 Center Grove Rd. Edwardsville, IL 62025

[director@edwardsvilleartscenter.com](mailto:director@edwardsvilleartscenter.com) (618) 655-0337 [edwardsvilleartscenter.com](http://edwardsvilleartscenter.com)

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#### 1. **EVENT SET-UP:**

- a. Set up between 12:00pm and 4:00 PM on Friday, September 27, 2024.
  - b. Madison County Health Department will set up a time to inspect each vendor's site, time and date TBD. Please see the health department site for details.
  - c. Booths **MUST** be ready to sell products during public fair hours:
    - **Friday 5:00 PM -9:00 PM**
    - **Saturday 11:00 AM - 9:00 PM**
    - **Sunday 11:00 AM - 3:00 PM**
2. **Spaces are assigned first come, first served.** Special requests will be considered where possible. We reserve the right to limit the number and types of food vendors. Submission of an application does not guarantee a booth.
  3. **Food vendors shall pay all sales or other taxes, fees, and assessments.** Pay all required by any applicable federal, state or local law in connection with the participation in this festival. Food vendors shall indemnify, defend and hold the City of Edwardsville and Edwardsville Arts Center harmless for any taxes (including fees and penalties, if any) required to be paid by law.
  4. **Vendors must follow all permits required by Madison County Health Department.** It is the Vendor's responsibility to obtain a temporary food service license if not already permitted by MCHD. The fee is \$75 (paid to the Health Department) for a temporary permit. More information can be found on <http://www.madisonchd.org>. Each vendor shall be required to display said license. Before a food vendor is allowed to set-up, the vendor must submit the completed permit application form, appropriate fee, and all required attachments to Madison County Health Department for prior approval. Food vendors who do not submit the application form and fee to this Department for approval at least a week prior to the event will be assessed a \$75.00 late fee in addition to the permit fee.
  5. **Insurance:** All food vendors are required to show proof of insurance. A copy of said insurance must be supplied with the Festival Application.
  6. **No vehicles on sidewalk or grassy areas.** You will be responsible to the City of Edwardsville for damages your activity causes to the park.
  7. **Vendors are responsible for their own booth set up and clean up.**
  8. **Each vendor must supply at least two garbage containers.** Each vendor shall be required to keep any assigned area clean of all garbage and/or debris and waste must be disposed of periodically. Festival dumpsters will be available.



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9. **Vendors must properly dispose of wastewater and grease.** Wastewater and grease cannot be dumped into storm drains or on the ground, as per state law and local ordinances. No fire/heat under trees.
10. **Power and water are available.** Vendors requiring electrical power must identify so on their application indicating 110V or 220V and the Amps needed. Each vendor must supply her/his own lead lines to reach outlets and the electrical cords must be taped to the ground with quality duct tape if exposed. 20 amps are provided per vendor tent.
11. **Security is limited.** Overnight security is hired to patrol the park and grounds from 9pm - 10am Friday and Saturday nights.
12. **Booths must remain set up until 3:00pm Sunday.** No vehicles will be allowed to enter the area for loading or unloading during festival hours. ONLY Emergency vehicles will be allowed on the grounds.
13. You are responsible for providing or arranging for all necessary labor in unpacking, erecting, dismantling and repacking displays. Festival staff and security personnel are not available to assist with set-up or breakdown.
14. You shall only store or display materials on appropriate surfaces of your booth, and not in pedestrian aisles or on sidewalks. Pedestrian aisles must be maintained at all times.
15. **NO alcoholic beverages** of any kind may be sold or given away by a vendor without city permission and proper liquor license.
16. The City of Edwardsville / Edwardsville Arts Center will not be held responsible nor will reimburse any vendor or merchant for loss resulting from, but not limited to the following: loss or damage due to acts of God, stolen property, vandalism or animal activity, product not selling.
17. Edwardsville Art Fair WILL occur regardless of weather and refunds will only be issued if the event is canceled by the City due to circumstances beyond our control. Be prepared for any kind of weather, sun, heat, wind, rain or cold.

Business/Organization: \_\_\_\_\_

Contact: \_\_\_\_\_



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[director@edwardsvilleartscenter.com](mailto:director@edwardsvilleartscenter.com) (618) 655-0337 [edwardsvilleartscenter.com](http://edwardsvilleartscenter.com)

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Food/Drinks Offered at Booth & Prices: (water and soft drink offerings are suggested) \_\_\_\_\_

- \*Does your "booth" require the use of a trailer on site (space is limited)? [ ] Yes [ ] No
- Are you registered with Madison County Health Department? [ ] Yes [ ] No
- Tax ID Number: \_\_\_\_\_
- Electrical Needs: \_\_\_\_\_ # of 120-volt Circuits (1 Circuit = 20 Amps.)

*One standard, 20 amp, 120 volt circuit receptacle will be provided. If you require additional circuits or 220 volts, please contact the Edwardsville Parks Dept., additional circuit needs will NOT be granted after June 4, 2022. NO SURGE PROTECTORS WILL BE ALLOWED. Please review your equipment to avoid blown circuits. Example Usage: Coffee Pot (10-15 amps) + Roaster Oven (6-12 amps) = Total 16-27 amps*

### **2024 Vendor Booth Fee ((spaces are limited):**

- Full non-refundable fee is due with application by Monday, July 15, 2024. Refunds may be issued if the festival is canceled by the City due to circumstances beyond our control.
- Please complete the above Application and include a copy of insurance certificate and application fee.

**10x10 Tent Space:** Space Only. Not including Tents, Tables or Chairs, \$ 300.00 \_\_\_\_\_

Should you need: 10x10 Canopy Tent, Two Tables and Two Chairs contact Grand Rental

(any charges will be your responsibility and must be paid with booth fee by July 15th.)

**Food Truck Space-** Includes a 10 x 30 space on Park Street \$ 400.00 \_\_\_\_\_

### **Inquiries welcome:**

Edwardsville Arts Center [director@edwardsvilleartscenter.com](mailto:director@edwardsvilleartscenter.com) (618) 655-0337 or  
Vendors committee: Colette Poettker at [cgates@stonecreekstaffing.com](mailto:cgates@stonecreekstaffing.com) (314)420-1939  
Sandy Tatoian [statoian@ghalaw.com](mailto:statoian@ghalaw.com).



# 2024 EDWARDSVILLE ART FAIR

## FOOD VENDOR APPLICATION - **Due by July 25th**

### September 27, 28, 29, 2023

Edwardsville Arts Center 6165 Center Grove Rd. Edwardsville, IL 62025  
[director@edwardsvilleartscenter.com](mailto:director@edwardsvilleartscenter.com) (618) 655-0337 [edwardsvilleartscenter.com](http://edwardsvilleartscenter.com)

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### Agreement

I have read and agree to observe the Edwardsville Art Fair Rules and Regulations as stated in this application. I do hereby agree to indemnify and hold harmless the City of Edwardsville / Edwardsville Arts Center and their respective officers, agents, underwriters, individually and/or collectively from all fines, penalties, liabilities, losses, claims, damages, and expenses including court costs and attorney fees incurred or suffered as a result of or relating to my participation in the event known as the "Edwardsville Art Fair", on September 27, 28, 29, 2024 at the City of Edwardsville City Park.

Authorized Signature:

\_\_\_\_\_

Date: \_\_\_\_\_

Applications should be sent to:  
Edwardsville Arts Center [director@edwardsvilleartscenter.com](mailto:director@edwardsvilleartscenter.com) (618) 655-0337 or  
Vendors committee: Colette Poettker at [cgates@stonecreekstaffing.com](mailto:cgates@stonecreekstaffing.com) (314)420-1939  
Sandy Tatoian [statoian@ghalaw.com](mailto:statoian@ghalaw.com).