



Fall Fest

September 27th & 28th

Vendors Marketplace Application

P.O. Box 1708, 123 S. 10th Suite 503
Mt. Vernon, IL 62864
(618) 242-3151
tourism@mtvernon.com

**All applications must be submitted no later than September 6, 2024, by 5 p.m.*

Let's Get To Know Each Other

Booth Name: _____

Contact Name: _____

Phone: _____

Email: _____

Address: _____

Please give a short description of your items & pricing:

Will you be using a QUIET generator at your booth?: _____

**I agree to the rules & regulations as stated on this application.*

Signed: _____ Date: _____

What does it cost? \$60

**All not-for-profits will receive a 50% discount.*

Refundable \$25 deposit due with application.
See below for details.

Booth Type:		Date paid:
Art/Craft	<input type="checkbox"/>	_____
Flea Market	<input type="checkbox"/>	Cash, Check, Card
Information	<input type="checkbox"/>	Check #: _____
Direct Sales	<input type="checkbox"/>	Received by: _____
Other	<input type="checkbox"/>	_____

of booth spaces needed: _____
**Vendors who reserve multiples spaces for the entire weekend will receive each additional space at half price.*

**Fee is for entire event.*

**Make checks payable to 'Mt. Vernon Festivals, Inc.' and mail to: Mt. Vernon Festivals, Inc., P.O. Box 1708, Mt. Vernon, IL 62864*

Your Basic Must Know Info

\$25 DEPOSIT FEE is due with submission of application. Your deposit of \$25 will be refunded if the following criteria are met over the course of the event weekend:

- (1) Your booth remains open and accessible to the public for the entirety of the Vendor Marketplace Court hours, including no early tear-downs,
- (2) Vendors are required to clean up after themselves. Vendor booth must be maintained in a clean, safe, and sanitary manner. Vendors are responsible for taking trash to designated dumpster located on Festival grounds.

This fee is in ADDITION to your booth fee, but will be refunded if the above is followed. Please provide a separate check and the check will be returned to you after the event if rules are followed.

All fees must be paid in full prior to set-up.

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Weekend Set-Up

Friday Night Vending:

Set-up is from 9 a.m. - 4 p.m. All vehicles must be out of Festival Zone by 4:00 p.m. Festival opens to the general public at 5 p.m. Vendor Marketplace is secured by 8 p.m.

Saturday Vending:

Set up is from 6-9 a.m. and all vehicles must be out of Festival Zone by 8 a.m. Festival opens to the general public at 9 a.m. The Vendor Marketplace will be closed by 8 p.m. Tear-down will begin at 8 p.m.; no vehicles in Marketplace until 8 p.m. and absolutely no early tear-downs allowed.

All vendors must be set up by designated times, or forfeit their space and fees.

Vendor Marketplace Rules & Regulations

Host: Mt. Vernon Festivals, Inc., a 501c(3) organization, P.O. Box 1708, Mt. Vernon, IL 62864

Contact Information: Mt. Vernon Convention & Visitors Bureau: (618) 242-3151 or Vendor Chairperson: Crystal Webster, (618) 237-0621

Location: Downtown Mt. Vernon at the intersection of 9th & Jordan **Time:** Friday (5 – 8 p.m.), Saturday (9 a.m. – 8 p.m.)

All **NEW** vendors must submit at least **ONE PHOTO OF BOOTH SET-UP**. Vendors will be notified within one week of application if they are NOT accepted.

Festival management reserves the right to make final determination of all booth assignments.

- Fall Fest is committed to creating a diverse Vendor Marketplace with a wide variety of quality products including crafts, art, upcycled and refurbished items, specialty products, information and more.
- The Fall Fest vendor committee will not be bound by a specific set of criteria for all instances and reserves the right to accept or refuse anyone as a vendor.
- Vendors from previous Fall Fest's whose continued presence in the Vendors Marketplace successfully aligns with festival's mission will be given priority.
- Prohibited items include: rummage sale items, fireworks, pornography, offensive pictures, illegal items, firearms, confederate flags, items that infringe upon registered trademarks, or anything that would harm the property or reputation of Mt. Vernon Festivals, Inc., or the City of Mt. Vernon. The Fall Fest Vendor committee reserves the right to disqualify the sale of any merchandise the festival deems offensive or obscene.
- Booth assignments are made by the Vendor Committee with consideration to the layout of festival space and variety of vendors registered. The Vendor Committee will make every effort to place vendors next to or near other vendors they request and to have a layout that is beneficial to both vendors and festival attendees.
- Vendors are responsible for providing their own tent, tent weights, tables, chairs, and necessary equipment and supplies to conduct business. Tent weights are not required, but highly suggested due to unpredictable weather.
- All booth spaces are 12'x12', with multiple spaces available for rent.
- Vendors are expected to be courteous to each other during set-up and tear-down.
- **Electricity available for Food Vendors in the Food Court ONLY.** If you need power you may run a QUIET generator, but you must notify us on your application. Loud generators or generators that disrupt the festival in any way are not permitted.

Inclement Weather Plans

Fall Fest will be held rain or shine. In the case of severe weather, Mt. Vernon Festivals, Inc. reserves the right to make cancellation decisions. Vendors will be notified via email or phone call in case of weather cancellations.

Absence Policy

Vendors that have reserved a space at the festival are required to fill their space no later than 8:30 a.m. on Saturday, September 28th or forfeit their right to participate the following year. If a vendor is unable to attend the festival, please notify the Vendor Committee by 5 p.m. by phone call or email on Friday, September 20, 2024. We understand emergencies can happen and the Vendor Committee will discuss this with vendors on a case-by-case basis.

Refund Policy

Refunds will be given in the case of festival cancellation, commensurate with the portion of the festival cancelled. Refunds will also be given if vendors cancel their reservation on or before Friday, September 20, 2024, no later than 5 p.m. If you wish to cancel your reservation after this date, the Vendor Committee will review your request on a case-by-case basis.

Vehicles and Parking

Vendors need to quickly unload vehicles and move to designated parking location BEFORE setting up booth as communicated by the Vendor Committee. After closing of the festival, vendors should break down their booth first and then move their vehicle closer to their respective booths. Vendors will receive a vendor parking pass. Please park in designated Vendor Lot located at 8th Street & Jordan.

No vehicles are allowed in the Vendors Marketplace until after 8 p.m. on Saturday to teardown.

Permits, licenses and insurance

It is the responsibility of the vendor to obtain and have on-person all licenses, insurance certificates and permits required for the sale of the vendor's products at all markets. Your booth and its contents are NOT covered by our event insurance. Check with your insurance agent to see what coverage you might need.