



Vendors Marketplace 2024 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 Contact: 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.)

Products sold at Fall Fest:

Fall Fest is committed to creating a diverse Vendors Marketplace with a wide variety of quality products including prepared foods, baked goods, crafts, art, upcycled and refurbished items, specialty products, information and more. All vendors are welcome, but we have a few restrictions listed below.

- 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:** 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.
- Food vendors must adhere to the Jefferson County Health Department rules and regulations.
- All food vendors must provide proof of Insurance and hold a Food Handlers Certificate.

Booth Spaces

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.
- Electricity is only available for FOOD VENDORS.
- The Fall Fest Vendor committee reserves the right to disqualify the sale of any merchandise the festival deems offensive or obscene.

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.
- Again, we understand emergencies are not avoidable and the Vendor Committee will provide refunds to vendors in these situations on a case-by-case basis.

Set up/Tear down

- Non-Food Vendor set-up is from 9 a.m. – 4 p.m. on Friday, September 27th. All vehicles must be out of the Vendors Marketplace no later than 4 p.m. A secondary set-up on Saturday, September 28th from 6 – 9 a.m. All vehicles must be out of the Vendors Marketplace no later than 8 a.m.
- Non-Food Vendor Tear down begins at 8 p.m. on Saturday, September 28th. **Absolutely no early tear downs are allowed.** Vendors are required to stay until closing. Vendors who sell out early must keep their booth set up and post a sign letting customers know they have sold-out. Selling out is a great thing and is a time for you to network with your fellow vendors, take special orders, or hand out business cards and share your personal story.
- *Food Vendors will be contacted about setup times separately. Food Vendor Tear Down will be after the final concert on Saturday or on Sunday. No Vehicles are allowed in the festival area until the crowd disperses. You will be notified by a Mt. Vernon Festivals, Inc. representative about set up and tear down.*
- Vendors are expected to be courteous to each other during set-up and tear-down.
- **\$25 DEPOSIT:** Your \$25 deposit will be returned after the festival if the following criteria are met (1) Your booth remains open and accessible to the public for the entirety of Vendors Marketplace hours (this includes no early tear downs), and (2) trash in your booth area is properly disposed of.

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.

Clean-up and Garbage

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. To receive your \$25 deposit refund, your booth area must be picked up.

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. Questions/concerns regarding food product regulations and/or licensing should be directed to the Jefferson County Health Department – Brian Wells at (618) 244-7134 or bdwells@jchdil.org.

IMPORTANT REMINDERS:

- **\$25 APPLICATION/DEPOSIT FEE** 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 Vendors Marketplace hours, including no early tardowns, and (2) trash in your booth area is properly disposed of.
- 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.
- All booths have a maximum of **12-foot frontage**. Additional booths may be purchased for half price.
- **ELECTRICITY PROVIDED to food vendors only, but QUIET generators are allowed in Vendor Marketplace if marked on your application.**
- All food vendors must: (1) carry liability insurance with Mt. Vernon Festivals, Inc. named as an additional insured and provide the certificate with this application; (2) must abide by Jefferson County Health Department codes; and (3) carry a Food Handlers' Certificate and provide a copy with application. Items must be sold in permit locations.
- Festival management reserves the right to make final determination of all booth assignments.
- All vendors must be set up by designated times or forfeit their space and fees.