COUNTRY FAIR Galena

Dear Artist / Craftsperson:

Thank you for your interest in Galena Country Fair! This popular two-day event is held annually on Columbus Day Weekend in historic Grant Park overlooking Galena, Illinois.

Galena Country Fair features more than 100 vendors selling a variety of high-quality, original handmade arts, crafts, and fine arts. Fairgoers and participants enjoy delicious food, family fun, live entertainment, children's games, a silent auction, and raffle.

Galena Country Fair is a volunteer-run event. All proceeds from the event support a wide range of causes including strengthening our communities' emergency services and preparedness, developing programs for youth, and improving the well-being of our citizens.

Fair Hours:	Saturday, October 9, 2027	10 a.m.-5 p.m.
	Sunday, October 10, 2027	10 a.m.-4 p.m.
Early Bird Shoppers:	Many shoppers arrive by 8 a.m. both days. *We recommend vendors are open and ready for business by 8 a.m.*	
Where:	Grant Park 625 Park Ave., Galena, IL	

When filling out your application, 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 Country Fair information to reach you! Please add Galenacountryfairvendors@gmail.com to your Whitelist, which may also be called the Approved or Safe Sender List. Adding Galenacountryfairvendors@gmail.com to your Whitelist is an important step that improves the chances of our emails reaching your inbox instead of your spam or junk folder.

Please visit GalenaCountryFair.com to learn more about the event and review vendors' frequently asked questions (FAQs). If you need further assistance, please call 815-777-0817.

Sincerely,

Teresa Rowe

Teresa Rowe, Vendor Chairperson

GALENA COUNTRY FAIR VENDOR APPLICATION: Oct. 9-10, 2027

Submitting a vendor application and payment does not confirm your space in Galena Country Fair. If, for some reason you are not accepted as a vendor, you will be notified, and your two checks will be returned. ***Application deadline is March 31, 2027.***

BUSINESS NAME: _____

NAME: _____

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

PHONE: _____ CELL PHONE: _____

WEBSITE: _____ EMAIL: _____

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

Etsy Shop: _____ Other online presence: _____

LIST THE PRODUCTS AND/OR PRODUCT CATEGORIES YOU WILL OFFER FOR SALE AT THE 2027 FAIR: _____

_____

WHAT PROCESS OR MATERIAL DO YOU USE THAT MAKES YOUR PRODUCT SPECIAL? (Attach extra sheet, if necessary.)

_____

_____

Please check the **ONE** category that best fits your product:

JUDGED CATEGORIES _____ Country Crafts _____ Crafts _____ Fine Art

NON-JUDGED CATEGORY _____ Farmer's Market

License # of Vehicle: _____ License # of Trailer: _____

BOOTH SIZE: ONE 10' deep x 12' wide; marked space.

PARKING: There is no permanent parking of vendor vehicles or trailers on Johnson Street.

SILENT AUCTION: Each artist/craft person must donate one item worth a minimum of **$20.00** from their booth the weekend of the fair. Silent Auction donations must be turned in before vendors will receive their Itinerant Merchant License.

NOTICE OF ACCEPTANCE: Accepted vendors are notified by April 30, 2027. Vendors' checks will be cashed in May. Photos will be returned in vendor packets the weekend of Galena Country Fair. 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. Jo Daviess County Country Fair Charities, Inc. (Galena Country Fair) expressly disclaims 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 Event Information & Vendor Guidelines document, and I will adhere to all policies, agree to all terms stated above, and will donate an item worth at least $20.00 as part of my fee for participation in the Galena Country Fair. I understand the item will be used for the Silent Auction.

Signature _____ Date _____

If we print rack cards, up to 150 event rack cards are available to each vendor wishing to help promote the event. Quantity: ____

Applications must be postmarked by **March 31, 2027**. Mail to Galena Country Fair, PO Box 6394, Galena, IL 61036.

GALENA COUNTRY FAIR - 2027
APPLICATION CHECK LIST

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

☐ Vendor Application (filled out; signature required).

☐ 3-5 color photos of your work (no slides/copy machine photos). **Some of the photos must include actual pictures of your performing your work.** Put your name on back of each photo.

☐ $250.00 booth entry and City of Galena Itinerant Merchant application fee in the form of a check or money order payable to Galena Country Fair.

☐ City of Galena Itinerant Merchant Application (filled out; signature required).

☐ A large, legal-size self-addressed stamped envelope. (Large enough for your photos to fit into.)

Galena Country Fair will offer accepted vendors the option to have the $250.00 fee automatically withdrawn from their bank account in May. If you wish to have these fees automatically withdrawn, please sign below and provide the account number and bank routing number of the account you wish to have the fees withdrawn from. The bank routing number can be found on your check in the bottom left portion. If you are still unsure of the bank routing number, please contact your financial institution.

Any payment that is returned NSF (non-sufficient funds), the vendor will be responsible to cover any charges incurred by the Galena Country Fair.

Account Number:_____ Routing Number:_____

Account holder signature:_____

REMINDERS:

- Print your application information.
- Provide your best email address. The one you check regularly.
- Add @GalenaCountryFair to your whitelist, approved, and/or safe sender list.
- *Please review the Event Information & Vendor Guidelines before applying.*

GALENA COUNTRY FAIR - 2027
EVENT INFORMATION & VENDOR GUIDELINES – page one

Galena Country Fair is held at Grant Park, located at 625 Park Avenue in Galena, Illinois, on Saturday, October 9, 2027, from 10 a.m.-5 p.m. and Sunday, October 10, 2027, from 10 a.m.-4 p.m.

Galena Country Fair is an outdoor, rain or shine event. There is no rain date for this event.

BOOTHS: Vendor booth spaces are 10' deep x 12' wide. All spaces are marked. Due to limited space in the park, only one space is allowed per vendor and only one vendor 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 own tent and display materials.

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

COSTS / FEES: $250.00

BOOTH FEE: $225.00 PLEASE SEND ONE CHECK FOR $250.00 WHICH INCLUDES THE CITY FEE OF $25.00 LISTED BELOW. DATE THE CHECK APRIL 1ST, 2027

ITINERANT MERCHANT LICENSE: $25.00 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 Merchant License. To be considered for a vendor space, every Galena Country Fair Application must include a City of Galena Itinerant Merchant Application (filled out with required signature). **This $25.00 is included in the $250.00 payment stated above**. If you are accepted into the fair, your Itinerant Merchant Application and payment will be forwarded to the City of Galena. Upon approval, the City of Galena will give your license to Galena Country Fair. Vendors will receive their Itinerant Merchant License upon delivering their Silent Auction Item to the Information Booth located near the Gazebo.

SILENT AUCTION ITEM: Each artist/craftsperson must donate one item worth a minimum of $20.00 from their booth the weekend of the fair. The item(s) will be used for the Silent Auction to benefit charitable organizations in Galena and Jo Daviess County. Vendors should turn in their item(s) at Vendor Registration located at the Information Tent near the Gazebo. *Silent auction item(s) must be turned in to receive Itinerant Merchant License.*

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 Country Fair. This form will be included in the packets given to vendors the weekend of the fair.

VENDOR SELECTION: Only vendors selling handmade, original items will be considered for Galena Country Fair. Vendors will be selected by a **jury process** in the following categories:

Country Crafts	small wood items, baskets, needlework, dried flowers, wreaths, dolls, stuffed animals, quilts, etc.
Crafts	stained glass, weaving, woodworking, metalworking, clothing, pottery, jewelry, etc.
Fine Arts	sculpture, oils, acrylics, batik, watercolors, photography, pen and ink prints, lithographs, etc.

Farmer's Market honey, maple syrup, produce, etc.

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EVENT INFORMATION & VENDOR GUIDELINES – page two

NOTICE OF ACCEPTANCE: The judges will select vendors during the first few weeks of April. If accepted, vendors will be notified by April 30, 2027. Vendors' checks will be cashed in May. Photos will be returned in vendor packets the weekend of Galena Country Fair. Vendors not accepted will have their checks and photos returned.

CANCELLATION: If you must cancel your booth, please call 815-777-0817 immediately. If your cancellation is received after August 31, 2027, your booth entry fee ($225.00) and Itinerant Merchant License fee ($25.00) will not be refunded.

JUDGING / PRIZES: Cash prizes are awarded in each juried category (Country Crafts, Crafts and Fine Arts) plus a Judge's Choice category. Judge's Choice winners are selected from all entries. *1st – $100.00; 2nd – $75.00; 3rd – $50.00*

PACKET PICK UP: Vendor packets are available at Vendor Registration located at the Information Tent near the Gazebo at the following times: Friday, October 9, 2026, from 8 a.m.-7 p.m. and Saturday, October 10, 2026, from 8 a.m.-10 a.m.

SET UP: It is recommended that vendors set up on Friday from 8 a.m.-7 p.m. to alleviate Saturday morning congestion as well as haulers are only available on Friday.

LOAD IN / OUT: No vendor may close before the official closing time of the event, which is 4:00 p.m. on Sunday. Vendors breaking down early may not be accepted at future Galena Country Fair events.

The loading/unloading zone along Park Avenue is reserved for artists and craftspeople only. Please obey all signs as posted along Park Ave and move your vehicle as soon as it is loaded/unloaded as a courtesy to other vendors who are waiting.

No vehicles are allowed in Grant Park. Garden tractors with carts will be available to help vendors haul (only on Friday) for a donation. The donation amount is decided between the driver and the vendor. *Load-in/load-out assistance is not organized by Galena Country Fair.*

PARKING: One parking permit is provided in each vendor packet. Vendors may park one vehicle/trailer for free in the City of Galena parking lot located near the Old Train Depot (101 Bouthillier St.) as long as the parking permit is properly displayed in the vehicle. By authority of the City of Galena Police Department there is no vendor parking on Park Avenue until **Thursday at 12 noon**.

There will be no permanent parking of vendor vehicles or trailers on Johnson Street. Please obey all parking signs and parking restrictions as posted.

SECURITY: Security is provided from Friday at 7:00 p.m. until Saturday at 7:00 a.m. and from Saturday at 7:00 p.m. until Sunday at 7:00 a.m. *Neither the security provider nor the sponsor of the fair is responsible for items lost, stolen. or damaged.*

SMOKING: There is no smoking in Grant Park during Galena Country Fair.

DOGS: Please leave your dogs and other pets at home for this event. Only individually trained service dogs that are trained to work or perform tasks may be in Grant Park 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 Country Fair 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 fair weekend. More lodging is available 15 miles west of Galena in Dubuque, IA.