

COUNTRY FAIR *Galena*

October 2022

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 7, 2023	10 a.m.-5 p.m.
	Sunday, October 8, 2023	10 a.m.-4 p.m.

Early Bird Shoppers:	Many shoppers arrive by 8 a.m. both days. <i>We recommend vendors are open and ready for business by 8 a.m.</i>
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Where:	Grant Park 625 Park Ave., Galena, IL
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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 **Vendors@galenacountryfair.com** to your Whitelist, which may also be called the Approved or Safe Sender List. Adding **Vendors@galenacountryfair.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, Vendor Chairperson

GALENA COUNTRY FAIR VENDOR APPLICATION: Oct. 7-8, 2023

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, 2023.**

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 2023 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: 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 around April 30, 2023. 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 2023 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, 2023. Mail to Galena Country Fair, PO Box 6394, Galena, IL 61036.

GALENA COUNTRY FAIR - 2023

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). Put your name on back of each photo.
- \$225.00 booth entry fee in the form of a check or money order payable to Galena Country Fair.
 - If you wish to have the entry fee automatically deducted from your account, please provide the routing and account number for the account you wish to have it deducted from. Prior to pulling the funds and email notification will be sent informing you of the date the payment will be pulled.
 - Routing Number _____
 - Account Number _____
- City of Galena Itinerant Merchant Application (filled out; signature required).
- \$25.00 Itinerant Merchant 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. (Large enough for your photos to fit into.)

REMINDERS:

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

Galena Country Fair is held at Grant Park, located at 625 Park Avenue in Galena, Illinois, on Saturday, October 7, 2023, from 10 a.m.-5 p.m. and Sunday, October 8, 2023, 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. **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 own tent and display materials.

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

COSTS / FEES:

BOOTH FEE: A \$225.00 check or money order is due with the Vendor Application.

ITINERANT MERCHANT 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 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) and a \$25.00 check or money order payable to the City of Galena. If you are accepted into the fair, your Itinerant Merchant Application 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.

NOTICE OF ACCEPTANCE: The judges will select vendors during the first few weeks of April. If accepted, vendors will be notified around April 30, 2023. 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, 2023, 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 6, 2023, from 8 a.m.-7 p.m. and Saturday, October 7, 2023, from 8-10 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.

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 to 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 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 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 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.

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.

7. Each vendor shall post in a conspicuous location at the vendor's location booth the license issued by the City of Galena for said vendor to participate in the duly licensed fair, festival, or flea market. This license shall be posted throughout the duration of the event for which the license was obtained.

Event Name: _____

Event Location: _____

Date of Event: _____

Business Name: _____

Articles to be sold: _____

Individual Partnership Not-for-profit

Name: _____
Last First M.I.

Address: _____
City State Zip

Date of Birth: _____ Phone #: _____

Driver's License: _____ IL Sales Tax Id #: _____
(Illinois Registered Business Only)

In the event, any statement contained in this application is not true; any license granted pursuant herein may be immediately suspended and/or revoked.

Applicant's Signature Date

City of Galena Use Only

Mayor's Signature or Designee Date

Police Chief's Signature or Designee Date