



CRAFTING VENDOR AND ITINERANT VENDOR APPLICATIONS

April/July 31, 2023

Dear Vendor,

Thank you for your interest in the Galena Holiday Festival. This annual event will be held on the first Saturday in December in conjunction with the Fire in the Sky—6:30 pm to 7:00 pm annual fireworks display—in Green Street Plaza near historic downtown Galena, Illinois.

The Galena Holiday Festival will feature approximately 14 crafting vendors selling a variety of holiday-themed high-quality, handmade arts and crafts and/or manufactured items in a wooden Christmas Market Vendor Stall that will be provided by the Holiday Festival Committee. Festival goers and participants will also enjoy delicious food from food vendors, family fun, visiting Santa and Mrs. Claus, an ice skating rink, and Reindeer Games just for children. The Galena Holiday Festival is a volunteer-run event. All proceeds from the event will support the Galena ARC (Art, Recreation, and Children).

Festival Hours: Saturday, December 2, 2023 11:00 am – 6:00 pm

Early Bird Shoppers: Many shoppers like to come early. We recommend vendors are open and ready for business by 10 am.

Where: Green Street Plaza • 101 Green Street • Galena, Illinois 61036

When filling out your application forms, please print neatly on a paper copy or use the Adobe Acrobat app (Fill & Sign tool) to type in our forms. Then email the forms to Terri. 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. Almost all vendor correspondence will be sent via email, and we definitely want all Galena Holiday Festival information to reach you. Please visit <https://www.galenaholidayfestival.com> to learn more about the event and review vendors' frequently asked questions (FAQs). If you need further assistance, please email me at: galenaholiday.vendors@gmail.com. The last page of this Vendor Packet is a checklist that may be helpful to you in determining that all required items have been sent to us.

Sincerely,

Terri Nelson

Terri Nelson
Holiday Vendor Chairperson
Galena Holiday Festival
815-275-6907
galenaholiday.vendors@gmail.com

First of Two Contracts
That You Need to Fill Out
and Email to:
galenaholidaze.vendors@gmail.com



Galena Holidaze Festival Crafting Vendor Application (1 page)

GALENA HOLIDAZE FESTIVAL CRAFTING VENDOR APPLICATION

DECEMBER 2, 2023  Application deadline is July 31, 2023.



BUSINESS NAME: _____

NAME: _____

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

PHONE: _____ CELL PHONE: _____

EMAIL: _____ WEBSITE: _____

IL Sales Tax id Number: _____ FEIN: _____ - _____
Illinois Registered Business Only

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

Etsy Shop: _____ Other Online presence: _____

➔ Do you have a **LOGO** for your business? Please email us a .jpeg of your logo to: galenaholidaze.vendors@gmail.com

LIST THE PRODUCTS YOU WILL OFFER FOR SALE AT THE HOLIDAZE FESTIVAL: _____

WHAT MAKES YOUR PRODUCT(S) HOLIDAY-THEMED AND SPECIAL? (Attach extra page, if necessary.) _____

License Number of Vehicle: _____ License Number of Trailer: _____

★**NOTICE OF ACCEPTANCE:** Submitting the two vendor applications and two payments to the Holiday Vendor Chairperson does not confirm your space in the Galena Holiday Festival. If, for some reason you are not accepted as a vendor, you will be notified and your two checks will be returned. Accepted vendors will be notified by August 31, 2023 and their checks will be cashed in September. Vendors not accepted will have their checks returned by regular mail.

★**PHOTOS OF YOUR SALE ITEMS:** Please submit 3-5 good quality, color digital photos of items that will be sold in your booth — .jpeg or .png files will only be accepted. Email these to: galenaholidaze.vendors@gmail.com

★**VENDOR RESPONSIBILITY:** Each vendor is fully responsible for any loss or damage to his or her property by theft, fire, or casualty. Galena Holiday Festival representatives and the Galena ARC expressly disclaim 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 carefully read the two-page **2023 Event Information & Vendor Guidelines** document. Also, I will adhere to all policies and agree to all terms stated above.

Signature _____ Date _____

This document needs to be signed, completely filled out, and emailed to: galenaholidaze.vendors@gmail.com by July 31, 2023.

GALENA HOLIDAZE FESTIVAL

2023 EVENT INFORMATION AND CRAFTING VENDOR GUIDELINES - page 1 of 2



Galena Holiday Festival is held at Green Street Plaza, located at 101 Green Street in Galena, Illinois, on Saturday, December 2, 2023, from 11:00 am– 6 pm

Galena Holiday Festival is an outdoor event. If it is canceled due to inclement weather, your vendor application and fees will automatically roll over to the next year. Other arrangements can be made, if you do not wish to return.

APPLICATIONS AND FEES

★**CRAFTING BOOTH FEE:** A \$75.00 check or money order made out to: **Galena ARC**

★**ITINERANT MERCHANTS & VENDOR LICENSE FEE:** A \$25.00 check or money order payable to the: **City of Galena.**

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 Merchants & Itinerant Vendor License. To be considered for a vendor space, every *Galena Holiday Festival Vendor Application* must also include a *City of Galena Itinerant Merchants & Itinerant Vendor 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 Holiday Festival, your Itinerant Merchants & Itinerant Vendor Application will be taken to the City of Galena by the Holiday Vendor Chairperson.

Upon approval, the City of Galena will give your license to the Galena Holiday Festival Vendor Chairperson. Vendors will receive their *Itinerant Merchant License* in their vendor packet upon arriving at their booths the weekend of the Holiday Festival. Itinerant Merchant Licenses need to be openly displayed in your booth.

★**PROCEEDS FROM SALES/TAX PAYMENT:** Crafting vendors will receive all proceeds from the 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 Holiday Festival. This form will be included in the Holiday vendor packets given to vendors the weekend of the fair.

★**WHAT DO I DO WITH THE HOLIDAZE CRAFTING PAPERWORK?** After you've completely filled out the two applications (*Galena Holiday Festival Crafting Vendor Application and Itinerant Merchants & Itinerant Vendor Application*) an **electronic** copy of each is to be emailed to: galenaholidayvendors@gmail.com. Your \$75.00 Galena ARC payment and \$25.00 City of Galena payment will need to be mailed to the Galena Holiday Festival chairperson (see 2023 Crafting Vendor Application Checklist for the address). **DO NOT send any paper copies of the applications or checks to the Galena ARC like was done last year.**

VENDOR SELECTION

Only vendors with holiday-themed high-quality handmade arts and crafts and/or manufactured items will be considered for the Galena Holiday Festival. Vendors will be selected by a jury process.

NOTICE OF ACCEPTANCE

The judges will select vendors during the first few weeks of August. If accepted, vendors will be notified by August 31, 2023. Vendors' booth fee and City of Galena vendor license checks will be cashed in September. Vendors not accepted will have their checks returned by mail.

CANCELLATION OF HOLIDAZE VENDOR ATTENDANCE

If you must cancel your booth, please call 815-275-6907 immediately. If your cancellation is received after September 30, 2023, booth entry fee (\$75.00) and Itinerant Merchant License fee (\$25.00) will not be refunded.



2022 Holiday crafting vendor setting up booth.

GALENA HOLIDAZE FESTIVAL

2023 EVENT INFORMATION AND CRAFTING VENDOR GUIDELINES - page 2 of 2



CRAFTING BOOTH INFORMATION

Wooden Christmas Market Vendor Booths provided by the Holidaze Festival Committee are 7 feet 10 ½ inches deep by 7 feet 10 ½ inches wide. Only one vendor business is allowed per stall. Stall assignments are allocated by the Holidaze committee. Location requests are not guaranteed. If your product display is in another vendor's stall space and/or the walkway you will be asked to move your product display within the boundaries of your marked vendor space. Vendors may not bring tents to set in the festival area. Vendors are *required* to use the provided wooden booths to showcase their items. Each vendor supplies their own display materials such as tables and shelves. **No generators are allowed.**

The Galena Holidaze Festival Committee will provide interior lighting and signage for each vendor booth.

VENDOR PARKING

A map of the specific vendor parking areas will be emailed to vendors in late November. Please obey all parking signs and parking restrictions as posted.

SET UP/TAKE DOWN

Vendors may set up their booths from 3:00 pm to 7:00 pm on Friday, December 1, 2023 and/or from 7:00 am to 10:00 am on Saturday, December 2, 2023. All booths should be set up by 10:00 am on Saturday to coincide with the opening of the stores in downtown Galena.

The loading/unloading zone along Green Street Plaza is reserved for vendors 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 may be waiting.

No vendor may close before the official closing time of the event, which is 6:00 pm on Saturday. Vendors breaking down early may not be accepted to future Galena Holidaze Festival events.

VENDOR PACKET PICK UP

Hard copies of vendor packets will be handed out to Holidaze vendors on Friday night or Saturday morning.

SECURITY

Every booth will be locked during Friday night (with locks provided by the Holidaze Committee) and unlocked when you arrive Saturday morning. There will also be a security person in attendance from 7:00 pm on Friday night until 6:00 am on Saturday morning at the Green Street Plaza.

Neither the security provider nor the sponsor of the Holidaze Festival is responsible for items lost, stolen, or damaged.

SMOKING

There is no smoking in the Green Street Plaza during the Galena Holidaze Festival.

DOGS

Please leave your dogs and pets at home for this event. Only individually-trained Service Dogs that are taught to work or perform tasks may be in Green Street Plaza 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 Holidaze Festival is an extremely busy weekend. Area lodging fills rapidly. We recommend reviewing information on the www.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 an event weekend. More lodging is available 15 miles west of Galena in Dubuque, Iowa.

**Second of Two Contracts
That You Need to Fill Out
and Email to:**

galenaholidaze.vendors@gmail.com



City of Galena
Itinerant Merchants & Itinerant Vendor Application (1 page)

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.

Telephone: 815-777-1050 • Facsimile: 815-777-3083 • www.cityofgalena.org

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: Galena Holiday Festival

Event Location: Green Street Plaza, 101 Green Street – Galena, Illinois 61036

Date of Event: December 2, 2023

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**

2023 CRAFTING VENDOR APPLICATION CHECK LIST

For your application to be considered, the following must be completed:

☐ ***Galena Holidaze Festival Crafting Vendor Application*** (1 page completely filled out; signature required) and emailed to: galenaholidaze.vendors@gmail.com

☐ **3-5 good quality digital color photos** of items you will be selling (.jpeg or .png files only) emailed to: galenaholidaze.vendors@gmail.com Please do not send printed photos.

☐ ***City of Galena Itinerant Merchants & Itinerant Vendor Application*** (1 page completely filled out; signature required) and emailed to: galenaholidaze.vendors@gmail.com

☐ Payments and Where Do I Mail My Payments?

___ One **check or money order** for the \$75.00 booth entry fee payable to the: **Galena ARC**

___ One **check or money order** for the \$25.00 Itinerant Merchants & Itinerant Vendor License fee payable to the: **City of Galena.**

___ These checks need to be mailed to: **Galena Holidaze Vendors**
c/o Terri Nelson
PO Box 14
Forreston, IL 61030

☐ You will receive an email and/or text when all of the above items have been received.

