



## CRAFTING VENDOR AND ITINERANT VENDOR APPLICATIONS

April to August 1, 2024

Dear Vendor,

Thank you for your interest in the Galena Holidayze 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 Holidayze Festival will feature approximately 12 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 Holidayze 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, a petting zoo, and Reindeer Games just for children. The Galena Holidayze Festival is a volunteer-run event. All proceeds from the event will support the Galena ARC (Art, Recreation, and Children).

**Festival Hours:** Saturday, December 7, 2024 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 your paper copy or use the Adobe Acrobat app (Fill & Sign tool) to type in our forms. Then mail the forms with your payments to Terri Nelson, the Holidayze vendor chairperson. 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 Holidayze Festival information to reach you. Please visit <https://www.galenaholidayzefestival.com> to learn more about the event and review vendors' frequently asked questions (FAQs). If you need further assistance, please email me at: [galenaholidayze.vendors@gmail.com](mailto:galenaholidayze.vendors@gmail.com). The next page of this Vendor Packet is a checklist that may be helpful to you in determining that all required items have been sent to me.

Sincerely,

*Terri Nelson*

Terri Nelson  
Holidayze Vendor Chairperson  
Galena Holidayze Festival  
815-275-6907

## 2024 CRAFTING VENDOR APPLICATION CHECK LIST

For your Holidaze vendor application to be considered, the following 's must be completed.

**Mail your 2 applications and 2 payments to Terri Nelson (see address below).**

\_\_\_ *Crafting Vendor Application* — 1 page completely filled out; signature required

\_\_\_ *City of Galena Itinerant Merchants & Itinerant Vendor Application* — 1 page completely filled out; signature required

\_\_\_ 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 2 applications and 2 checks need to be **mailed** to: **Galena Holidaze Vendors  
c/o Terri Nelson  
PO Box 14  
Forreston, IL 61030**

**Email 3-5 good quality digital color photos of items you will be selling.**

We will accept .jpeg or .png files only.

**Email** your photos to: [galenaholidaze.vendors@gmail.com](mailto:galenaholidaze.vendors@gmail.com) Please do not send printed photos.

Please send us your **business logo**. This is not required, but would be used on the banner outside of your booth. We accept .jpeg or .png files only.

These should be emailed to: [galenaholidaze.vendors@gmail.com](mailto:galenaholidaze.vendors@gmail.com)

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



**First** of Two Contracts  
That You Need to Fill Out  
and Mail by August 1, 2024:

Galena Holiday Vendors  
c/o Terri Nelson  
PO Box 14  
Forreston, IL 61030



Crafting Vendor Application (1 page)

# GALENA HOLIDAZE FESTIVAL CRAFTING VENDOR APPLICATION

DECEMBER 7, 2024 🎨 Application and payment deadline is August 1, 2024.



BUSINESS NAME: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

YOUR EMERGENCY CONTACT and THEIR PHONE NUMBER: \_\_\_\_\_

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/.png of your logo to: [galenaholidayze.vendors@gmail.com](mailto:galenaholidayze.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: \_\_\_\_\_

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★**NOTICE OF ACCEPTANCE:** Submitting the two vendor applications and two payments to the Holidayze Vendor Chairperson does not confirm your space in the Galena Holidayze 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 have their checks cashed in August and will be notified by August 31, 2024 as to their acceptance. Vendors not accepted will have their checks returned by regular mail.

★**VENDOR RESPONSIBILITY:** Each vendor is fully responsible for any loss or damage to his or her property by theft, fire, or casualty. Galena Holidayze 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 **2024 Event Information & Crafting Vendor Guidelines** document. Also, I will adhere to all policies and agree to all terms stated above.

Signature \_\_\_\_\_ Date \_\_\_\_\_

➔➔➔ This page needs to be signed, completely filled out, and mailed to: **Terri Nelson** by **August 1, 2024**. ⬅️⬅️⬅️

# **Second of Two Contracts That You Need to Fill Out and Mail by August 1, 2024:**

**Galena Holiday Vendors**

**c/o Terri Nelson**

**PO Box 14**

**Forreston, IL 61030**



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](mailto: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](mailto: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](http://www.cityofgalena.org)



# GALENA HOLIDAZE FESTIVAL

2024 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 7, 2024, from 11:00 am– 6 pm.

Galena Holiday Festival is an outdoor event. We have been lucky these past two years to have clear weather. If poor weather (ie. rain) should occur, but it is still safe to travel, the festival will be moved inside to the Galena Arc gymnasium. If it is canceled due to severe 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

- ★ **THE CRAFTING VENDOR APPLICATION** and **THE ITINERANT VENDOR APPLICATION** must be completely filled out and sent to Terri Nelson postmarked no later than August 1, 2024. Each form is included in this 9-page document.
- ★ **CRAFTING BOOTH FEE** is \$75.00. We will accept payment in a check or money order payable to: **Galena ARC**
- ★ **ITINERANT MERCHANTS** or **VENDOR LICENSE FEE** is \$25.00. The City of Galena will accept a 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 VENDOR PAPERWORK?

After you've completely filled out the two applications (*Crafting Vendor Application and Itinerant Merchants & Itinerant Vendor Application*), a paper copy of each and your two payment checks or money orders should be sent through USPS mail to Terri Nelson, the Holiday Vendor Chairperson. The address is on page 2 of this document .

## 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 after the contract due date. If accepted, vendors will be notified about 2-3 weeks after the contract due date. Vendors' booth fee and City of Galena vendor license checks will be cashed in July. 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, 2024, booth entry fee (\$75.00) and Itinerant Merchant License fee (\$25.00) will not be refunded.



2023 Holiday vendor Lynn Bautsch



# GALENA HOLIDAZE FESTIVAL

2024 EVENT INFORMATION AND CRAFTING VENDOR GUIDELINES - page 2 of 2



## CRAFTING BOOTH INFORMATION

Wooden Christmas Market Vendor Booths provided by the Holiday 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 Holiday committee. If your product display is in another vendor's stall space and/or 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. Electricity will be provided for each vendor's use during the show. The Galena Holiday Festival Committee will provide interior lighting and signage for each vendor booth. Terri Nelson will provide specific measurements of the booths to help you plan your selling space.

## VENDOR PARKING

Vendors should park along Water Street. 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 6, 2024 and/or from 7:00 am to 10:00 am on Saturday, December 7, 2024. 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 Holiday Festival events.

## VENDOR PACKET PICK UP

Hard copies of vendor packets will be handed out to Holiday vendors on Saturday morning.

## SECURITY

Every booth will be locked during Friday night (with locks provided by the Holiday 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 Holiday Festival is responsible for items lost, stolen, or damaged.

## SMOKING

There is no smoking in the Green Street Plaza during the Galena Holiday 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 Holiday Festival is an extremely busy weekend. Area lodging fills rapidly. We recommend reviewing information on the [www.visitgalena.org](http://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.