



## CRAFTING VENDOR AND ITINERANT VENDOR APPLICATIONS

May, 2026 to July 15, 2026

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 is a volunteer-run event. All proceeds support the Galena ARC Community Center promoting programs for all ages in art, recreation, and childcare.

The Galena Holiday Festival will feature approximately twelve 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 provided by the Holiday Festival Committee. Festival goers and participants can enjoy delicious food and beverages from vendors, live music, an ice skating rink, a visit from Santa and Mrs. Claus, a petting zoo, a raffle table for the adults, and “Reindeer Games” for the kids.

**Festival Hours:** Saturday, December 5, 2026 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.** 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.



We also ask that you provide your best email address that you check regularly on the application. 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. If you need further assistance, please email me at: [galenaholiday.vendors@gmail.com](mailto:galenaholiday.vendors@gmail.com). The next page of this vendor packet is a checklist. This may help you to keep track of the items that are required to be sent in to the Holiday Vendor Chairperson in order for you to be considered for a crafting vendor spot.

Sincerely,

*Terri Nelson*

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

## 2026 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 Holidaze vendor 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 that you will be selling.**

We will accept .jpeg or .png files only. **Email** your photos to: **galenaholidaze.vendors@gmail.com** Please do not send printed photos. These photos will help us to determine your acceptance as a vendor for the 2026 Galena Holidaze Event. Without the photos, we cannot evaluate the quality of your items or consider your application as a vendor.

\_\_\_ If possible, please send us your **business logo**. *This is not required*, but would be used on our publicity blasts on our website and social media outlets. We accept .jpeg or .png files only.

These should be emailed to: **galenaholidaze.vendors@gmail.com**

You will receive an email and/or text when all of the above required items have been received (this includes photos, too).



**First** of Two Contracts  
That You Need to Fill Out  
and Mail by July 15, 2026:

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 5, 2026  Application and payment deadline is **July 15, 2026**.



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

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

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

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

EMAIL: \_\_\_\_\_ WEBSITE: \_\_\_\_\_

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

IL Sales Tax id Number: \_\_\_\_\_ FEIN: \_\_\_\_\_ – \_\_\_\_\_

*Illinois Registered Business Only*

www.facebook.com/ \_\_\_\_\_ www.instagram.com/ \_\_\_\_\_

www.etsy.com/shop/ \_\_\_\_\_ Other Online presence: \_\_\_\_\_

➔ Do you have a **LOGO** for your business? Please email us a .jpeg/.png of your logo to: [galenaholidayvendors@gmail.com](mailto:galenaholidayvendors@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, two payments, and 3-5 photos 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 by regular mail. Accepted vendors will have their checks cashed in July and will be notified on or by August 1, 2026 as to their acceptance.

★**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 three-page **2026 Event Information & Crafting Vendor Guidelines** document. Also, I will adhere to all policies, agree to all terms stated above, and agree to donate an item worth at least \$20 for the Holiday Raffle Table.

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

➔➔➔ This page needs to be signed, completely filled out, and mailed to: **Terri Nelson by July 15, 2026.** ⬅⬅⬅

# **Second of Two Contracts That You Need to Fill Out and Mail by July 15, 2026:**

**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 duly 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.

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 Holidaze Festival

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

Date of Event: December 5, 2026

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

# GALENA HOLIDAZE FESTIVAL

## 2026 EVENT INFORMATION AND CRAFTING VENDOR GUIDELINES - page 1 of 3



The Galena Holiday Festival is held at Green Street Plaza, located at 101 Green Street in Galena, Illinois, on Saturday, December 5, 2026, from 11:00 am– 6 pm.

### APPLICATIONS AND FEES

★ **THE CRAFTING VENDOR APPLICATION** and **THE ITINERANT MERCHANTS & ITINERANT VENDOR APPLICATION** must be completely filled out and sent to Terri Nelson **postmarked no later than July 15, 2026**. Each form is included in this 10-page document.

★ **CRAFTING BOOTH FEE** is \$75.00. We will accept payment in a check or money order payable to: **Galena ARC**

★ **THE ITINERANT MERCHANTS & ITINERANT VENDOR APPLICATION** 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 the booths.

★ **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

The Galena Holiday Festival is a family-oriented event dedicated to spreading cheer, fostering community spirit, and creating the warmth and charm of a Hallmark-style Christmas celebration. In keeping with the festival's mission, priority will be given to vendors whose products and presentations reflect the spirit of the holidays, quality craftsmanship, and a welcoming family-friendly atmosphere.

Only vendors offering holiday-themed, high-quality handmade arts and crafts and/or carefully selected manufactured items will be considered for the Galena Holiday Festival. Vendors will be selected through a jury process based on the required photos submitted with their application.

The festival features timeless holiday activities, handcrafted goods from artisan vendors, festive food and beverage offerings, and entertainment appropriate for children and families of all ages. All proceeds support the Galena ARC Community Center with programs for all ages in art, recreation, and childcare.

### NOTICE OF ACCEPTANCE

The judges will select vendors after the contract due date. If accepted, vendors will be notified on or before August 1, 2026. Vendors' booth fees 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, 2026, booth entry fee (\$75.00) and Itinerant Merchant License fee (\$25.00) will not be refunded.

### 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 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 for each vendor booth. Terri Nelson will provide specific measurements of the booths to help you plan your selling space.

Vendors are strongly encouraged to present booth displays and decorations that reflect and support the festive "Hallmark Christmas" theme of the Holiday Festival.

### RAFFLE TABLE DONATION

*We request that each vendor donates an item worth a minimum of \$20 for our raffle table.* Our raffle table volunteer will pick up your item on Saturday morning before 11:00 am. If possible, please include a business card with your item.

### VENDOR PACKET PICK UP

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

### VENDOR PARKING

Vendors should plan to park along Water Street. If the Holiday Committee is able to find you parking elsewhere, the vendor chairman will let you know ahead of time in a MailChimp (email) communication before the event. Please remember to 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 4, 2026 and/or from 7:00 am to 10:00 am on Saturday, December 5, 2026. 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 at **6:00 pm** on Saturday. Vendors breaking down early may not be accepted to future Galena Holiday Festival events.

### SEVERE WEATHER

The Galena Holiday Festival is an outdoor event. We have been lucky these past years to have clear weather. If poor weather (ie. rain, extreme cold or wind chill) should occur, but it is still safe to travel, the festival will be moved inside to the Galena ARC gymnasium located at 11084 W US HWY 20, Galena, IL 61036.

If the festival 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.

### 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 be security from approximately 7:00 pm on Friday night until 6:00 am on Saturday morning at the Green Street Plaza area provided by the Galena Police Department.

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

# GALENA HOLIDAZE FESTIVAL

## 2026 EVENT INFORMATION AND CRAFTING VENDOR GUIDELINES - page 3 of 3

### 2-DAY CLEAN-UP OPTION

If you'd like to pack up part of your booth on Saturday night and return on Sunday morning, December 6, to take the rest home, this option might be perfect for you.

So here's how it works:

- ❶ You need to bring your own lock to lock the booth on Saturday night.
- ❷ There will not be any security other than a drive-by, by Galena's finest.
- ❸ Your nails/screws need to be removed from the booth, and inventory & vehicle must be out of the Green Street Plaza by **8:00AM** on Sunday morning. No exceptions. Our team will be there soon to start taking the booths down.
- ❹ Please watch the weather for Saturday night into Sunday morning to plan accordingly.
- ❺ Please notify the Holidaze Vendor Chairperson if you plan to complete your cleanup on Sunday morning rather than before departing Saturday evening by verbal notice or text message. If you have any questions, please call 815-275-6907.

### 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](http://www.visitgalena.org) website or searching Airbnb, HomeAway, and VRBO. You can also 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.



**O**ur mission is to spread cheer, foster community spirit, and support local families through a celebration that captures the warmth and charm of a Hallmark Christmas. The Galena Holidaze Festival is a family-oriented event featuring timeless holiday activities, handcrafted goods from artisan vendors, festive food and beverage offerings, and entertainment appropriate for children and families of all ages. All proceeds support the Galena ARC Community Center with programs for all ages in art, recreation, and childcare.



*Holidaze booths are ready for our vendors.*