



FREQUENTLY ASKED QUESTIONS

What types of vendors are accepted to exhibit at the Holidayze Festival?

The festival accepts applications from vendors **exhibiting holiday-themed items**. These items can be high-quality, handmade arts and crafts and/or manufactured items.

How big are your vendor booths?

Wooden constructed booths will be provided for all selected vendors. The measurements are: 10 feet deep x 10 feet wide.

What is the deadline for vendors to apply to the Galena Holidayze Festival?

Applications are accepted from May to July 31. Applications must be postmarked by July 31, to be considered for the festival held in December of the current year.

Is there a wait list?

If you missed the deadline, there is still hope. You can apply to be on our wait list in the event additional space(s) open up. Please provide all the items required to apply to the fair.

What do I need to submit to apply to the festival?

- 1. Vendor Application** (filled out; signature required)
- 2. 3-5 clear color photos** of your merchandise (no slides or copy machine photos)
Place your name on the back of each photo.
- 3. \$75.00 booth entry fee** in the form of a check or money order payable to: **Galena ARC** (Galena Art and Recreation Center)
- 4. City of Galena Itinerant Merchants & Itinerant Vendor Application** (filled out; signature required)
- 5. \$25.00 Itinerant Merchants & Itinerant Vendor License fee** in the form of a check or money order payable to the: **City of Galena**
- 6. A large, legal-size, self-addressed, stamped envelope**

Why do you need two checks?

Once accepted as a Galena Holidayze Festival vendor, the check payable to **Galena ARC** will be cashed to pay for your booth vendor fee. The check payable to the **City of Galena** will be forwarded to the city along with your completed Itinerant Merchants & Itinerant Vendor Application.

When are my checks cashed?

Checks are held until vendors are selected. The judges will select the vendors during the first few weeks of August. If accepted, vendors will be notified by August 31, and the vendors' checks are then cashed in September.

When are my photos returned?

Photos will be returned to you in your vendor packet on Saturday the day of the Galena Holidayze Festival. Vendors not accepted will have their checks and photos returned via United States Postal Service.

Will electricity be provided for my booth?

No electricity is provided. Generators are not allowed.

What is the procedure for adverse weather?

If the festival is canceled due to adverse weather, your vendor application and fees will automatically roll over to the next year. Other arrangements can be made, if you do not want to return.

When can I set up my booth?

You may set up your booth from 2:30 p.m. to 6:30 p.m. on Friday, December 2 **and/or** from 7:00 a.m. to 10:00 a.m. on Saturday. All booths should be set up by 10:00 a.m. on Saturday to coincide with the opening of the stores in downtown Galena.

Where can I park?

Vendors may park along the levee on Water Street. Vendors will be given detailed information packets when accepted to the Galena Holiday Festival. The packets will contain parking information. It will be important to let us know if you are bringing a trailer.

Where will this event be located?

Green Street Plaza, 101 Green Street, Galena, Illinois 61036

Where can I load and unload?

Vendors can load and unload near the Green Street Plaza area. Vendors will be given detailed information packets when accepted to the Holiday Festival. All vendors are expected to abide by the guidelines given in the packets.

Are dogs allowed in the plaza? May my dog stay in my booth area?

We love dogs just as much as the next person, however, please leave your pets at home for this event. Only individually-trained Service Dogs that are trained 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.

If I run out of products and items to sell, may I break my booth down early and leave?

No. Vendors may not breakdown and/or leave before the official closing time of the event, which is 6:00 p.m. Vendors breaking down early may not be accepted to future Galena Holiday Festival events.

How can I find out more information if I have more questions?

Please email us at: galenaholidayfestival@gmail.com