



VENDORS' FREQUENTLY ASKED QUESTIONS

Where will this event be located?

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

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

The festival accepts applications from crafting vendors exhibiting holiday-themed items. These items can be high-quality, handmade arts and crafts and/or manufactured items. We are looking for fourteen vendors.

How big are the crafting vendor booths?

Wooden constructed booths will be provided for all selected crafting vendors. The interior measurements are: 7 feet 10 ½ inches deep x 7 feet 10 ½ inches wide.

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

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

Is there a waiting list?

If you missed the deadline, there is still a chance that you could be part of the Holidayze Festival. You can request 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.

I'm a Crafting Vendor, what do I need to submit to apply to the Holidayze Festival?

Click the **2023 Holidayze CRAFTERS Vendor Packet** link found on this website. Read the information carefully. If you have any questions, please contact the vendor chairperson at: galenaholidayze.vendors@gmail.com.

Why do I need two checks?

Once accepted as a Galena Holidayze Festival crafting vendor, the check payable to Galena ARC (Art–Recreation–Children) will be cashed to pay for your vendor booth fee. The check payable to the City of Galena will be forwarded to the city along with your completed *Itinerant Merchants & Itinerant Vendor Application* by the Holidayze Festival vendor chairperson so you can receive your Itinerant Merchants Licence.

I'm a Food/Beverage vendor, what do I need to submit to apply to the Holidayze Festival?

Click the **2023 Holidayze FOOD & BEV Vendor Packet** link found on this website. Read the information carefully. If you have any questions, please contact the vendor chairperson at: galenaholidayze.vendors@gmail.com.

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 31st, and the vendors' checks are then cashed in September. If you are not accepted as a vendor this year, your checks will be returned to you.

It's DECEMBER! How will I stay warm? Are the booths heated?

The Holiday Committee is planning on having two large heated tents in the Galena City Hall parking lot this year for vendors and attendees to use to warm up. These tents will also house Santa and Mrs. Claus plus the Reindeer Games for all of the kids. At this time, we are considering options for small heaters in the individual wooden Christmas Market Vendor Stalls. The vendor chairperson will keep in contact with all vendors regarding the plans for heating the booths.

Will electricity be provided for my wooden Christmas Market Vendor Stall? Will there be an electrical outlet to hookup 1 or 2 items in the booth?

Electricity for lighting only is provided. There will be no power hook ups for vendor use inside the booths.

Can I bring a portable generator?

Generators are not allowed in the wooden crafting vendor stalls.

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 wish to return.

When can I set up my booth?

You may set up your booth from 3:00 pm to 7:00 pm on Friday, December 1 and/or from 7:00 am to 10:00 am on Saturday, December 2, 2023. 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 load and unload?

Vendors can load and unload near the Green Street Plaza area. Vendors will be emailed detailed information by the vendor chairperson around the last week of November listing details of where to unload and park.

If I set up early on Friday afternoon, will my items be safe that night?

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 from 7:00 pm on Friday night until 6:00 am Saturday morning at the Green Street Plaza.

If I set up on Early-Bird Friday from 3:00–7:00 pm, where should I park? Will there be people to help me unload?

A detailed map will be emailed by the vendor chairperson to all vendors when we know for sure where available vendor parking will be. A map of Green Street Square will also be emailed to all vendors telling them where their specific vendor locations will be. Volunteers will be on site to help you unload if you need it.

KEEP IN MIND: You will NOT be able to drive into the center of Green Street Square. Also, it will be important to let us know if you plan on bringing a trailer.

If I plan to set up only on Saturday morning, where should I park?

Look at the map(s) that will have been emailed to you. You will be able to text or call the vendor chairperson for a parking report. Volunteers will help you carry your items if needed.

During the Holiday Festival, should I sit inside or outside in front of the booth?

This is your choice — whatever works out best for you.

Are we able to set items (on a table/stand) in front of our two open booth doors?

One door is for you to decorate or display your items on/in front of. The other door will have a banner with your name on it and the sponsor for your booth — we would like to request that the banner door to be free of items in front of it. To repeat, each vendor will have a printed banner that will be displayed on one of the doors.

Will there be vendor Wi-Fi for credit card transactions?

During the **2022** Holidaze Festival, there was no Wi-Fi hotspot provided for credit card transactions, BUT there was an ATM right in Green Street Plaza for customers who needed cash for their purchases provided by First Community Bank. Those of you familiar with Galena on the weekends, know that Internet connections are not good downtown due to the number of visitors there. You can certainly try to do credit card sales, but doing a cash only business will be a lot easier and save you a lot of headaches. If this changes for the 2023 Holidaze Festival, vendors will know ahead of time.

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. on Saturday. Vendors breaking down early may not be accepted to future Galena Holidaze Festival events.

When we tear down, where do we park?

Park along Water Street or Commerce Street. Remember, please do not begin “tear down” until 6:00 pm when the event is over.

What do I need to know about “tear down”?

Everything has to be out of your booth and **all nails removed from the walls** by the end of Saturday night when you leave. The booths will be dismantled on Sunday morning and stored away for next year by the Holidaze Committee team.

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 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.

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

Please email us at: galenaholidaze.vendors@gmail.com