

Edwardsville's Downtown Holiday Market Application

December 7th, 2019

9am – Noon

Application due by Monday, December 2nd at Noon

St. Louis Street (South side of the Madison County Court House)

Name: _____

Business Name: _____

Address: _____

City/State/Zip: _____

Phone: _____ E-Mail: _____

Website: _____

Please list the items you *intend* to sell. No items may be added without the approval of the Edwardsville Parks Department: _____

If selling baked goods, please provide copies of all applicable documents (you should have at least one):

- | | |
|--|---|
| <input type="checkbox"/> Food Service Sanitation Permit
Permit # _____ | County: _____
Expiration Date: _____ |
| <input type="checkbox"/> Cottage Kitchen Permit
Permit # _____ | County: _____
Expiration Date: _____ |
| <input type="checkbox"/> IDPH Inspected Facility (State)
Facility Name & Location _____ | Certification # _____ |

If applicable, please provide copies:

- | | |
|---|-----------------------|
| <input type="checkbox"/> Certified Egg Producer | Certification # _____ |
| <input type="checkbox"/> Meat Broker's License
Meat Processing Name & Location _____ | Certification # _____ |
| <input type="checkbox"/> Certified Dairy Producer | Certification # _____ |

New Vendors Only: Please e-mail **three photos** that represent the nature and quality of the items you intend to sell. One photo must be of your display. Photos can be e-mailed to parcs@cityofedwardsville.com

Edwardsville's Downtown Holiday Market will be conducted in accordance with the attached rules and regulations. The Edwardsville Parks and Recreation Department will review all applications and contact you if approved. The undersigned vendor has read the rules and regulations and agrees to abide by its requirements. By signing below, you agree to the rules and regulations on the following page.

SIGNATURE _____ DATE _____

Edwardsville's Downtown in December
2019 Winter Market

Fees -Check all that apply

- 10' x 10' space (Booth Space) \$25
- 10'x15' space (Trailer Space) \$40*
- Additional 10'x10' space \$25
- Electricity Fee \$10*

**All vendors needing 10'x15' booth space, additional 10' x 10' booth space, and electricity will be placed in the parking lot on the south side of St. Louis Street.*

Total Due: \$ _____

Applications and payment must be received by Noon, Monday, December 2nd, 2019

Make your check payable to and mail to: City of Edwardsville
Attn: Outside Holiday Market
118 Hillsboro Ave.
PO Box 407
Edwardsville, IL 62025

For any additional information please contact the Parks Office by e-mail at parks@cityofedwardsville.com or by phone at 618-692-7538.

Office Only: Amount: _____ Check, Cash, Credit Card: _____ Date: _____ Staff: _____
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2019 Winter Market Rules and Regulations

1. Set-up is between 8:00 a.m. and 8:45 a.m. For your safety, do not unload anything into the street before the barricades are set up to block off the street. Be aware of public traffic.
2. Park parallel to the curb when unloading and loading. Keep your vehicle close to the front of the booth. Be aware of other vendor vehicles that need to get by you.
3. Unload as quickly as possible and then immediately go and park your vehicle. Please wait to set up your tent and arrange your booth until your vehicle is out of the way.
4. Park in the county parking lot on 2nd Street if at all possible. Leave the closer street parking spots for customers. Do not park in the Mark Twain Building parking lots.
5. Your booth space is indicated by the marks on the street. Please stay within them unless specifically told otherwise by the Edwardsville Parks and Recreation Staff.
6. Plan to keep your booth set up until noon. If you must leave early, please be discreet.
7. If you need to move cones or barricades to drive your vehicle into or out of the Market, please put them back. The cones are essential to keep outside traffic off the street. If the gap is too wide between cones, public traffic will drive down the street. Please help us keep everyone safe.
8. Limited power is available. Vendors requiring electrical power must identify so on their application indicating 110V or 220V and the Amps needed. Each vendor must supply her/his own lead lines to reach outlets and the electrical cords must be taped to the ground with quality duct tape, if exposed.
9. Booths will be non-competing. (Ex. We will not allow 2 different booths to sell "Thirty-One".)
10. Vendors must provide their own display, tables, chairs and equipment. Booths must be staffed for the entire market.
11. Trash must be picked up and removed from the space and surrounding area.
12. Vendor types will be limited to produce, baked goods, artisans, crafters, unique gifts, and boutique products. Any vendors wanting to participate but do not fall in any of these vendor types must be approved by the Edwardsville Parks and Recreation department.
13. Vendors must follow all state and county regulations. (Ex. Meat Broker's License, Food Service Sanitation Permit, Cottage Kitchen Permit, IDPH Inspected Facility)
14. Each vendor is responsible for the reporting of and the payment to the Illinois Sales Tax.
15. Three photos that represent the nature and quality of the items you intend to sell must be provided with application. One photo must be of your display. Please put your name on the back of the photos. **For new vendors only**
16. All fees are nonrefundable after the registration deadline.
16. If there is extreme cold or inclement weather to the point where the roads are unsafe in Edwardsville. An e-mail would be sent out notifying you and a cancellation post would be posted on our Facebook page (Edwardsville Parks and Recreation). Notification will go out no later than 7am. In this event, registration fees would be refunded. This decision would be made by the Edwardsville Parks and Recreation Staff.