



Dear Artist / Craftsperson:

Thank you for your interest in Galena Country Fair! This popular two-day event is held annually on Columbus Day Weekend in historic Grant Park overlooking Galena, Illinois.

Galena Country Fair features more than 150 vendors selling a variety of high-quality, original handmade arts, crafts and fine arts. Fairgoers and participants enjoy delicious fair food, family fun, live entertainment, children's games, a silent auction and raffle.

Galena Country Fair is a volunteer-run event. All proceeds from the event support a wide range of causes including strengthening our communities' emergency services and preparedness, developing programs for youth, and improving the well-being of our citizens.

Fair Hours:	Saturday, October 12, 2019	10 a.m.-5 p.m.
	Sunday, October 13, 2019	10 a.m.-4 p.m.
Early Bird Shoppers:	Many shoppers arrive by 8 a.m. both days. <i>We recommend vendors are open and ready for business by 8 a.m.</i>	
Where:	Grant Park 625 Park Ave., Galena, IL	
Booth Size:	10' deep x 12' wide; marked area	
Cost / Fees:	\$225.00 – Vendor Booth Fee \$ 25.00 – City of Galena Itinerant Merchant License Silent Auction Item donation	

Please visit GalenaCountryFair.com to learn more about the event and review vendors' frequently asked questions (FAQs). If you need further assistance, please call 815-777-0817.

To apply for a vendor booth, please review all information in this packet and return your completed Vendor Application, photographs, Itinerant Merchant Application, and two checks to the following address:

Galena Country Fair
PO Box 6394
Galena, IL 61036

All Vendor Applications must be postmarked no later than March 31, 2019.

Sincerely,

Vendor Committee
Galena Country Fair

GALENA COUNTRY FAIR - 2019

EVENT INFORMATION & VENDOR GUIDELINES – page one

Galena Country Fair is held at Grant Park, located at 625 Park Avenue in Galena, Illinois, on Saturday, October 12, 2019 from 10 a.m.-5 p.m. and Sunday, October 13, 2019 from 10 a.m.-4 p.m.

Galena Country Fair is an outdoor, rain or shine event. There is no rain date for this event.

BOOTHS: Vendor booth spaces are 10' deep x 12' wide. All spaces are marked. One space is allowed per vendor. Only one vendor is allowed per booth. Booth assignments are allocated by the committee. Location requests are not guaranteed.

Each vendor supplies their own tent and display materials.

No generators are allowed. Electricity is not available for vendors.

COSTS / FEES:

BOOTH FEE: \$225.00 is due with Vendor Application.

ITINERANT MERCHANT LICENSE: Any person engaged temporarily in the sale of goods for fewer than five days at a single location in the City of Galena must apply for an Itinerant Merchant License. To be considered for a vendor space, every Galena Country Fair Application must include a City of Galena Itinerant Merchant Application (filled out with required signature) and a \$25.00 check payable to the City of Galena. If you are accepted into the fair, your Itinerant Merchant Application will be forwarded to the City of Galena. Upon approval, the City of Galena will give your license to Galena Country Fair. Vendors will receive their Itinerant Merchant License upon delivering their Silent Auction Item to the Information Booth located near the Gazebo.

SILENT AUCTION ITEM: Each artist/craftsperson must donate One Item worth a minimum of \$20.00 from their booth the weekend of the fair. The item(s) will be used for the Silent Auction to benefit charitable organizations in Galena and Jo Daviess County. Vendors should turn in their item(s) at Vendor Registration located at the Information Tent near the Gazebo. *Silent auction item(s) must be turned in to receive Itinerant Merchant License.*

PROCEEDS FROM SALES / TAXES: Vendors will receive all proceeds from 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 Country Fair. This form will be mailed to accepted vendors in September. If you have questions, email Rev.SpecialEvents@Illinois.gov or call 847-294-4475.

VENDOR SELECTION: Only vendors selling handmade, original items will be considered for Galena Country Fair. Vendors will be selected by a jury process in the following categories:

Country Crafts needlework, dried flowers, wreaths, dolls, stuffed animals, quilts, small wood items, baskets, etc.

Crafts stained glass, weaving, woodworking, metalworking, clothing, pottery, jewelry, etc.

Fine Arts sculpture, oils, acrylics, batik, watercolors, photography, pen and ink prints, lithographs, etc.

GALENA COUNTRY FAIR - 2019

EVENT INFORMATION & VENDOR GUIDELINES – page two

NOTICE OF ACCEPTANCE: The judges will select vendors during the first few weeks of April. If accepted, vendors are notified by April 30, 2019. Vendors' checks will be cashed in April. Photos will be returned in vendor packets the weekend of Galena Country Fair. Vendors not accepted will have their checks and photos returned.

CANCELLATION: If you must cancel your booth, please call 815-777-0817 immediately. If your cancellation is received after August 31, 2019, your booth entry fee (\$225.00) and Itinerant Merchant License fee (\$25.00) will not be refunded.

JUDGING / PRIZES: Cash prizes are awarded in each juried category (Country Crafts, Crafts and Fine Arts) plus a Judge's Choice category. Judge's Choice winners are selected from all entries. *1st – \$100.00; 2nd – \$75.00; 3rd – \$50.00*

PACKET PICK UP: Vendor packets are available at Vendor Registration located at the Information Tent near the Gazebo at the following times: Friday, October 11, 2019 from 7 a.m.-7 p.m. and Saturday, October 12, 2019 from 8-10 a.m.

SET UP: It is recommended that vendors set up on Friday from 8 a.m.-7 p.m. to alleviate Saturday morning congestion.

LOAD IN / OUT: No vendor may close before the official closing time of the event, which is 4:00 p.m. on Sunday. Vendors breaking down early may not be accepted to future Galena Country Fair events.

The loading/unloading zone along Park Avenue is reserved for artists and craftspeople 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 are waiting to use the space.

No vehicles are allowed in Grant Park. Garden tractors with carts will be available to help vendors haul for a donation. The donation amount is decided between the driver and the vendor. *Load-in/load-out assistance is not organized by Galena Country Fair.*

PARKING: One parking permit is provided in each vendor packet. Vendors may park one vehicle/trailer for free in the City of Galena parking lot located near the Old Train Depot (101 Bouthillier St.) as long as the parking permit is properly displayed in the vehicle. By authority of the City of Galena Police Department there is no vendor parking on Park Avenue until Thursday at 12 noon.

There will be no permanent parking of vendor vehicles or trailers on Johnson Street. Please obey all parking signs and parking restrictions as posted.

SECURITY: Security is provided from Friday at 7:00 p.m. until Saturday at 7:00 a.m. and from Saturday at 7:00 p.m. until Sunday at 7:00 a.m. *Neither the security provider nor the sponsor of the fair are responsible for items lost, stolen or damaged.*

SMOKING: There is no smoking in Grant Park during Galena Country Fair.

DOGS: Dogs are restricted from Grant Park during the hours of Galena Country Fair. Service dogs for persons with disabilities are permitted when accompanying their owners.

LODGING: Galena Country Fair is an extremely busy weekend. Area lodging fills rapidly. For lodging suggestions, we recommend reviewing information on the VisitGalena.org website or contacting our tourism office at 815-776-9200.

GALENA COUNTRY FAIR VENDOR APPLICATION - 2019

Submitting a vendor application and payment does not confirm your space in Galena Country Fair. If, for some reason you are not accepted as a vendor, you will be notified and your two checks will be returned. **Application deadline is March 31, 2019.**

NAME: _____

BUSINESS NAME: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP CODE: _____

PHONE: _____ CELL PHONE: _____

WEBSITE: _____ EMAIL: _____

BRIEF DESCRIPTION OF WORK: _____

Please check the category that best fits your product: _____ Country Crafts _____ Crafts _____ Fine Art

License # of Vehicle: _____ License # of Trailer: _____

For this application to be considered, the following must be included:

- ☐ Vendor Application (filled out; signature required).
- ☐ 3-5 color photos of your work (no slides or copy machine photos). Please put your name on back of each photo.
- ☐ \$225.00 booth entry fee in the form of a check or money order payable to Galena Country Fair.
- ☐ City of Galena Itinerant Merchant Application (filled out; signature required).
- ☐ \$25.00 Itinerant Merchant License fee in the form of a check payable to the City of Galena.
- ☐ A large, legal-size self-addressed stamped envelope.

BOOTH SIZE: 10' deep x 12' wide; marked space.

PARKING: There is no permanent parking of vendor vehicles or trailers on Johnson Street.

SILENT AUCTION: Each artist/craft person must donate one item worth a minimum of \$20.00 from their booth the weekend of the fair. Silent Auction donations must be turned in before vendors will receive their Itinerant Merchant License.

NOTICE OF ACCEPTANCE: The judges will select vendors during the first few weeks of April. If accepted, vendors are notified by April 30, 2019. Vendors' checks will be cashed in April. Photos will be returned in vendor packets the weekend of Galena Country Fair. Vendors not accepted will have their checks and photos returned.

VENDOR RESPONSIBILITY: Vendor is fully responsible for any loss or damage to his or her property by theft, fire or casualty. Jo Daviess County Country Fair Charities, Inc., and Galena Country Fair expressly disclaims 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 read all event information and vendor guidelines, will adhere to all policies, agree to all terms stated above, and will donate an item worth at least \$20.00 for the Silent Auction as part of the fee for participation in the Galena Country Fair.

Signature _____ Date _____

Up to 150 event rack cards are available to each vendor wishing to help promote the event. Quantity requested: _____

Vendor Applications must be postmarked no later than March 31, 2019. Please mail to Galena Country Fair, PO Box 6394, Galena, IL 61036.