

Glen Fest 2017

September 30th, 2017

Booth Application

1. Business/Organization: _____
2. Contact Person: _____
Address: _____
Phone: _____ Cell Phone _____
E-Mail _____
3. Type of Organization:
For Profit _____ (**\$150 per 15 x 15 space**) or **Not-for Profit** _____ (**\$75 per 15 x 15 space**)
4. Number of 15 x 15 booths that you are reserving; 1 __, 2 __, 3 __
5. Booth Description (As much as possible, the committee tries to avoid exact duplicates.) **Only concession, activity, not-for-profit and sponsor booths will be considered for acceptance!**
Food/Refreshments-Please list top 3 requested exclusive items.
1. _____
2. _____
3. _____
Activity _____
6. Description of equipment that will be placed in the 15 X 15 booth space(s).

7. Will you require electric? Yes __, No __ **(No 220 (50 amp) electrical service will be available.)**

Deadline for Applications and Fee: September 8, 2017. Accepting applications NOW!

All approved booths will be secured on a first come, first serve basis. Please turn in your completed application, fees, signed Rules & Regulation form and proof of Insurance to secure your spot and refreshment items or activity. Thank You!

- * For profit booths will be liable for collection sales tax.
- Booth Fees: A "Non Refundable" booth fee is required with the application along with signed Rules & Regulations and proof of insurance.
- Placement of booth: The committee determines placement of all booths.
- Size: All booths are 15 x 15. All vendors' equipment must fit in the 15 x 15 space including trailers, hitches, canopies, etc. Each vendor will get 15' front on Main Street, 10' depth on street and 5' depth on grass. If a vendor requires a larger space, then an additional space must be purchased. Two spaces will be 30' x 15'. We provide the space only! GCCE does NOT provide tents, tables, chairs, etc. for vendors.
- Electricity: Each booth space will be provided with one duplex box (35amps) for electricity (110) for free. We have 4 limited 220 electric services (50amp) for an additional \$25 fee.
- Extension Cords: Each vendor will need to bring a 200-foot (min 14/3 gauge) free from damage extension cord (s). Surge protectors are allowed in the booth space.
- Water: Water will be available from the Village; however there will be no continuous water feed.
- Ice: The GCFD will sell ice at the beer tent.
- **Hours: Set up is on Saturday from 9am-noon! All trailers and vehicles that need to be backed into their space need to be set in place by 11am NO EXCEPTIONS! Booths must be ready for business by 5pm on Saturday.**
- Permit to Serve Food: Food and refreshment vendors must contact Kim at the Madison County Health Department, 101 East Edwardsville Rd., Wood River, IL 62095/618-296-6079/ www.madisonchd.org. If a permit is deemed needed by the Health Department, please apply by September 1, 2018.
- All food vendors are required to have a fire extinguisher onsite!

Booth fees: Business/For Profit \$150 per space! Not-For Profit \$75 per booth space!
Mail to Village of Glen Carbon, Attn. GCCEC, 151 N Main Street, Glen Carbon, IL 62034.