## 2018 VENDOR A PPLICA NT:

***Food and W ineries***

*On behalf of the Mattoon Arts Council and M attoon A rtworks Committe**w e look forw ard to hav ing you as one of our v endor booths for A rtw orks 2018. T o better serv e you, w e would like to encourage you join us on social media. Please “like” our Facebook page:* ***Mattoon Arts Council*** *and look for the* ***Artworks 2018*** *event listed. Share the ev ent w ith your family and friends. W e w ill also “like” your pages and post your w ebsite and submitted photos throughout our promotions of the ev ent.*

***All applicants who have food and/or drink are REQUIRED to submit the following items:***

* *The completed application form (Page 4)*
* *Sign the release w aiv er prov ided. (Page 5)*
* ***Proof of Insurance,*** *the committee will need a copy of this faxed to the tourism and arts office at*

*217-258-6480 Attention: A rtworks 2018 or attach with your completed application.*

* *Photos of your booth (optional)*
* ***Deadline*** *to return application is Friday, June 1st, 2018. N ote:* ***Early Bird Pricing*** *on the application form*
* Form due to Health Department by **Monday May 28, 2018.**

***SA V E THE DATE: Saturday June 16th, 2018*** *Festival Hours: 10am to 4:00 p.m. Wine Tasting: 12-6pm*

*A rtw orks will be held in the new ly renov ated Heritage Park and again in Progress**Square, dow ntow n M attoon . Half a block of 17th Street between Charleston Avenue and Broadway Avenue w ill be blocked off.*

##### There are 4 options to submit the 2 page application.

**MAIL**: **DROP OFF**:

Artworks/MAC Tourism & Arts

208 North 19th St. 1718 Broadway

Mattoon IL 61938 Train Depot

**EMAIL**: **FAX**: 217-258-6480

[arts@mattoonillinois.org](mailto:arts@mattoonillinois.org)

email document that do not require

signature & mail or fax signature pages

##### CONTACT:

Janahn Kolden, **Chairman of Artworks 2018** [217-273-8296/janahnadele@yahoo.com](mailto:217-273-8296/janahnadele@yahoo.com) And/or

Julia Degler-Whitmore, **Mattoon Arts Council Coordinator**

[217-258-6286/arts@mattoonillinois.org](mailto:217-258-6286/arts@mattoonillinois.org)

REQUIREMENTS

**Food & Winery Vendor Booth**

##### Vendor Application Process

All applicants are **REQUIRED** to submit the following items:

* The completed and signed application form into the Tourism & Arts office by **Friday June 1st, 2018**
* Proof of Insurance and/or signed waiver.
* A list of items or a menu of all food items that will be sold out of your booth
* Form due to Health Department by **Monday May 28, 2018.**

##### Vendor Fee $40

* Vendors will be assigned a 12’x12’ space and electrical accessibility if needed.
* BOOTH SIZE**:** 12’x 12’ space

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* $25 cash/check *Early Bird Booth Fee $25.00* ***(Apply by Friday May 4th)***
* $40 cash/check *Booth Fee $40 (****Apply by Friday June 1st****)*
* *Wine tasting vendors -No fee- $10 door cover will divided using a ticket system between winery and the Mattoon Arts Council and winery will be provided one 6’ table in the Lone Elm room of the train depot.*

##### Coles County Health Department Permit

* All companies/organizations applying for a food or winery booth must submit an application to the Health depart and to the Tourism & Arts office. Click on temporary permit or request the pdf to be sent to you by e[mail. http://www.co.coles.il.us/cchd/env/formslist.htm](http://www.co.coles.il.us/cchd/env/formslist.htm)
* Applications must be received in Coles County Health Department office no later than **Monday May 28 2018,** in order to allow time for processing. *The Health Department will* ***not accept applications received after this date.* Health Department 348-0530**
* Vendors may NOT set up at Artworks without a health permit***.***

**INSURANCE:** The City of Mattoon/Artworks Festival requires vendors to provide Proof of Liability Insurance. Insurance companies may fax this information to our office at 217-258-6480.

##### Tourism & Arts Office, Mattoon Arts Council Coordinator

* Applications must be received in the Tourism & Arts office no later than **Friday June 1, 2018** in order to allow time for processing. Applications received after this date may not be guaranteed a spot in the festival.
* Proof of Liability insurance and a completed contract, are required and must be submitted to the Tourism & Arts office no later than **Friday June 1st, 2018**

# Rules and Regulations

**BOOTH SETUP/REMOVAL:**

Food vendors need to be ready to serve by 10am on June 16th 2018. Tear down for all food vendors will not begin until 4:00p.m. For the safety and convenience of our vendors and guests, any breakdown prior to 4:00 pm is prohibited (times are noon -6pm for wine tasting room). Failure to adhere to this breakdown time will result in a non-complying vendor being denied participation in future festivals.

**APPROVED VENDORS:** Only vendors whose organization/company(s) name that are approved by the festival committee and the Coles County Health Department can sell/display their products at the festival.

**SECURITY:** Security is not provided for individual booths. The Festival will not be responsible for losses of any kind.

**CLEANUP:** It will be the responsibility of each vendor to maintain a clean and presentable booth. Vendors are responsible for the removal of ALL materials, litter and garbage and will deposit those materials. The Lone Elm Room at the Depot located at Broadway and 17th will be available for vendor cleanup. The facility will be open and available for use from 9 a.m. to 7 p.m. You will need to provide your own cleaning supplies. We do ask that you please respect the other vendors and help us keep the area clean and neat.

**CUT-OFF DATE**: Applications received after June 1st are not guaranteed a spot at the festival. **Applications must be received in the Tourism and Arts office no later than Friday June 1st, 2018 for processing. An email and/or call of confirmation will follow your submission.**

**CHECK-IN:** Upon arrival, vendors must check in at the Mattoon Arts Council Hospitality Tent. Here you will receive your directions for entering the Festival.

**ACCESS AND PARKING FOR FESTIVAL:** All vehicles must be removed from the Festival Area by 10am. Vendors restocking from vendor vehicles will be allowed on site, but said vehicles must not remain inside the festival area for any longer than it takes to restock.

**CANCELLATION:** A refund request must be received in writing by June 1st 2018 to give the Festival organizers time to fill the space.

**ELECTRICITY:** Vendors must indicate on the application if the electrical power is required.

**MERCHANDISE:** At no time shall the vendor display or sell material, which in the sole judgment of the Artworks committee is deemed obscene, dangerous or unlawful. Expressly prohibited are items including but not limited to the following: drug paraphernalia, knives, spears, Japanese stars, sharp items, weapons, or compressed gas tanks.

**INSURANCE:** The Artworks Committee requires vendors to provide Proof of Liability Insurance. Insurance companies may fax this information to our office at 217-258-6480. Please contact your insurance agent for more questions

**REFRESHMENTS:** Small coolers filled with water and/or sodas may be brought to your vendor site (not for resale purposes). Coolers are subject to inspection by the Art Works Committee.

**NO ALCOHOLIC BEVERAGES ALLOWED FOR CONSUMPTION AT YOUR VENDOR SITE. DRUGS AND ALCOHOL ARE PROHIBITED.**

# FOOD AND WINERY VENDOR APPLICATION

**Vendor spaces are 12’ x 12’.** If your items cannot fit in that size you must purchase extra spaces or we will place you accordingly on the end of a row or outside edges of the vendor area where there may be more space. Vendors must provide their own tent, tables, displays and chairs. A tent is not required but is highly recommended, especially if the weather calls for rain. Electrical source will be provided.

Vendors need to supply cords. Artworks Committee reserves the right to assign spaces.

### Vendor Information:

#### Organization: Contact Person: Address: City/State/Zip: Home Phone: ( ) Cell Phone: ( ) \_ E-mail: Fax: Website/Facebook page:

**Exhibit Information:**

* You are applying for a Vendor Booth at the 2018 Artworks. Setup is not allowed until approval letter is received from both the festival office and the Health Department.
* Deadline to return this festival application is **June 1st, 2018**
* Booth size is 1 - 12’X12’ space for $40.00
* Wineries will be provided one 6’table in the Lone Elm Room inside the train depot and access to a handwashing station.
* State size of unit: wide deep (N/A for wineries)
* If serving out of a trailer please describe where your serving window is located
* Number of 12’x12’ spaces needed @ $40.00 per space = **$**
* Electrical Needs: Number of 110 ; 220 .

It is **essential** we know what your set up requires. A space will not be reserved without this information.

* Please List all food items that will be sold or attach a separate menu. (If items are not listed they will not be sold!).
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**Any non-food items must be listed and only handmade original arts and crafts will be permitted to be sold.**

**Office use only**

##### Date payment received

**Check # N/A Amt. $ N/A Insurance:** YES NO

**Artworks Release & Waiver**

Name/Organization: (Printed)

##### Artworks Rules and Regulations:

* I understand that I am applying as an art vendor and that this application does not automatically allow me to exhibit or sell during the Festival. Artworks will not be responsible for any loss of business or personal property of vendors. The City of Mattoon and the Artworks Committee reserve the right to interpret the rules and regulations and amend such rules and regulations at its discretion that it might deem appropriate and to enforce compliance with such rules and regulations. Any violation of these rules and regulations and/or failure to comply with the vendor application requirements shall result in immediate forfeiture of all monies deposited and rights to participation in the Festival. I understand that I will be notified by mail as per my acceptance. In consideration of my application, I have fully read and agree to the rules and regulations and I intend to be legally bound for myself, my heirs, executors and administrators, waive, release and forever discharge any and all rights and claims which I may hereafter accrue to me against the City of Mattoon, Artworks 2018, and/or any of their promoters for any and all injuries suffered.

##### Artist Release:

* I, the above named, hereby assume all risks and hazards incidental to any participation in the 2018 Artworks, held on June 16, 2018 from 10:00 a.m. to 4:00 p.m.(noon to 6pm for wine vendors)The Artist warrants and represents that he or she is the sole legal owner of all right, title and interest in all Artwork, including all related intellectual property interests such as trademarks and the sole and exclusive copyright in all artwork, and has the full right and authority to enter into this Agreement and grant the rights listed in this Agreement. Artist also grants permission to use his/her name or likeness with regard to promotion of participation in Artworks 2018 and the Mattoon Arts Councils multi-media platform.

##### Waiver of Liability:

* I do hereby expressly release and hold harmless the parties listed below: City of Mattoon and all of its staff, volunteers, and resident artists, individually and collectively, from liability for all damages to or for the loss of the artwork that I am voluntarily submitting, including transportation to and from activities as well as setup and teardown preceding and subsequent to the sale time listed above. I do hereby release and hold harmless the above listed parties from any claim arising from and usage of the facilities.
* I HAVE READ, UNDERSTAND, AND AGREE TO THE POLICIES AS STATED ABOVE.

Signature Date