

Mattoon Arts Council Holiday Arts & Handmade Craft Sale



**Saturday November 17, 2018
9:00 a.m. to 2:00 p.m.**

2018 Art & Handmade Craft Vendor Application

Vendor spaces are 8 foot tables.

If your items cannot fit in that size you must purchase extra spaces.

Mattoon Tourism and Arts reserves the right to assign spaces.

More information: arts@mattoonillinois.org/217-258-6286

Part A: Vendor Information

Organization _____

Contact Person _____

Address _____

City/State/Zip _____

Home Phone (____) _____ Cell Phone (____) _____

E-mail: _____ Fax: _____

For office use only

Date payment received _____

Check # _____ Amt. \$ _____

Insurance: YES NO

Part B: Exhibit Information

⇒ You are applying for a Commercial Booth at the 2018 Holiday Arts and Handmade Craft Sale. Setup is not allowed until confirmation of approval is received.

⇒ **Deadline to return application is Friday November 2, 2018.**

⇒ Table size is 8' space for \$25

⇒ Number of 8' spaces needed _____ @ \$25 per space = \$ _____.

⇒ Electricity needed? _____ Yes _____ No

⇒ Please briefly describe your display.

SETUP AND TEARDOWN: Craft vendor setup begins at 7:30 a.m. Saturday, November 17. Vendors need to be ready for business by 9:00 a.m. Tear down for all vendors will not begin until 2:00 p.m. For the safety and convenience of our vendors and guests, breakdown prior to 2:00 p.m. is prohibited and may result in being denied participation in future sales.

ACCESS AND PARKING FOR THE SALE: Please park on the east side of the Depot or in the overflow lot at the YMCA and enter the east side doors. Handicap parking is available nearest the Depot building.

MERCHANDISE: At no time shall the vendor display or sell material, which in the sole judgment of the Sale 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 city of Mattoon requires vendors to provide Proof of Liability Insurance. Insurance companies may fax this information to our office at 217-258-6480.

DISPLAYING SALE ITEMS: No tape, pins or staples of any kind are to be used on the walls, woodwork, counters or other areas around the booth. Additional tables may **NOT** be brought in the day of the sale. If your items will not fit on one 8' table, please purchase extra spaces in advance. The Sale Committee cannot guarantee extra room on the day of the Sale.

Please complete each page, sign the original rules and regulations, and keep a set for your own records.

I have read the rules and regulations pertaining to exhibiting at the 2018 Holiday Arts & Handmade Crafts Sale. I understand that I am applying as a commercial vendor and that this application does not automatically allow me to exhibit or sell during the Sale. The City of Mattoon and the Sale Committee will not be responsible for any loss of business or personal property of vendors. The City of Mattoon and the Sale 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 Sale. I understand that I will be notified of 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, Holiday Arts & Handmade Crafts Sale 2018, and/or any of their promoters for any and all injuries suffered.

Signature _____ Date _____

Please send completed vendor application, proof of liability insurance and payment made payable to
Mattoon Arts Council

Mail:
Holiday Sale 2018
Mattoon Arts Council
208 N. 19th St.
Mattoon, IL 61938