



VENDOR APPLICATION

2017 Spring Festival
Saturday, May 13th, 2017
12:00PM-6:00PM (set up 9:00-11:30AM)

Contact Name: _____

Business Name (If Applicable): _____

Product/Activity I plan to sell*/demonstrate: _____
*If you intend on selling food at the event you must fill out the food vendor application.

Address: _____ City: _____

State: _____ Zip Code: _____ Phone: _____

Email: _____

CARD is authorized to release my name, business name, and phone number to interested parties (circle one): YES NO

My signature confirms I have received and will comply with the rules and regulation. I understand that it is my sole duty to determine if I am compliant with the Madison County Health Department and my understanding that I am obligated to do so.

Signature: _____ Date: _____

Rate per stand: \$40

Please return this form and your fee (checks should be made payable to CARD) to:

Jessica Jader
Collinsville Area Recreation District
10 Gateway Drive
Collinsville, IL 62234

Call 618-346-7529 or email info@collinsvillerec.com for more information.

Application deadline: April 26, 2017



RULES AND REGULATIONS

This event was created to celebrate the parks and local community by showcasing the activities, facilities and other opportunities available to community members. By signing this application each vendor agrees to abide by the rules and regulations detailed in this document.

Operations:

- Allocation of and changes to vendor space will be at the discretion of the Event Coordinator.
- Vendors shall supply their own display tables and facilities for their space.
- All displays and signage must be kept within the vendor's designated area.
- Vendors may begin set-up at 9:00AM.
- Vendors must be courteous to other vendors and the public at all times.
- Vendors and their agents, employees and representatives must maintain a neat and clean personal appearance at all times.
- Vendors are responsible for cleanup of their own debris after market closing. Trash and debris removal by management will result in a cleaning charge of \$25 to the vendor.
- It is the responsibility of each vendor to follow the laws of the State of Illinois and the Madison County Health Department.
- Violations of these rules and regulations may result in the Event Coordinator asking the vendor to leave, forfeiting their space and fee.
- The Event Coordinator reserves the right to refuse participation in the event to any person or group at the sole discretion of the coordinator, regardless of current or past participation.

Space Allocation:

- Spaces will be assigned for all vendors between Jaycee Field and the Optimist Pavilion.
- Vendors are more than welcome to bring a pop-up tent for shade.

Signature: _____

Date:
