

July 8, 2012

Dear Prospective Corn Day Vendor:

The Vandalia Tourism Commission is pleased to announce Corn Day 2011 Festival! Corn Day will be held in downtown Vandalia on Saturday, September 24, 2011 from 10am to 5pm. Vandalia Main Street, the organization that hosted the event in the past, is not able to host the event this year. Not wanting to see the festival cancelled, the City of Vandalia Tourism Commission has formed a committee to continue the festival. This year will be even more exciting as the annual "Grande Levee" festival – held on the Old State Capitol Lawn – will be held on the same weekend and draw even more people to the event. With the combination of the events on one weekend, we expect our biggest crowd ever!!

We are currently looking for craft, antique, food and other vendors for Corn Day. We would like to extend an invitation to you to set up a booth downtown at the event. The vendor fees for 2011 are a twenty-five dollar (\$25) for-profit vendor fee or a ten-dollar (\$10) non-profit vendor fee per booth space. Booth sizes are approximately 10x10.

If you would like to join us at Corn Day, please review the attached vendor information page and return your application form to the Corn Day Committee by August 19, 2011 along with payment to reserve your booth space. Any applications received after this date will be subject to availability. Booths may not be reserved by phone. If you have any questions about Corn Day 2011, please contact Sandy Ericksen at 618-283-4042.

We look forward to seeing you in September!

Sincerely,

Sandy Ericksen
618-283-4042
sle513@sbcglobal.net

VENDOR INFORMATION
CORN DAY
SEPTEMBER 24, 2011 ~ 10:00 am to 5:00 pm

VENDOR HOURS:

Saturday, September 24, 2011 (set-up only) – 8:00am – 9:45am

Saturday, September 24, 2011 – 10:00am – 5:00pm

*Tear down must not be done before 5:00pm on Saturday!

EXHIBIT SPACE:

The Exhibitor shall pay to the City of Vandalia Tourism Commission for each space requested:

A 10' x 10' (approximate) booth for non-profit vendor is \$10.00 per booth space

A 10' x 10' (approximate) booth for profit vendor is \$25.00 per booth space

The fees double if not paid before the day of the event and there are no refunds.

BOOTH REQUIREMENTS:

1. All vendors must supply the City of Vandalia Tourism Commission with "Certificate of Liability Insurance" listing the City of Vandalia and the Illinois Department of Transportation as "Additional Insured." There are no exceptions. If you do not have organization or business insurance, it is possible that your homeowner's insurance may cover your liability. Please contact your insurance agency for more information and have them contact us with any questions. Failure to provide a certificate of insurance by September 1, 2011 will result in loss of booth space.
2. All vendors must display a sign that identifies their business/organization name.
3. All booths must be staffed during event hours.
4. Electricity will be provided as close as possible to each booth (if requested). It is the individual vendor's responsibility to provide extension cords to access the power source.
5. All vendors are allowed to sell only items that are appropriate in a family environment.
6. In order to sell food at the event, food vendors will have to obtain certification from the Fayette County Health Department (618-283-1044). The Health Department does not allow home canned items.
7. The event ends at 5:00pm. All vendors are expected to keep their booths intact until that time. Early tear-down is not allowed. All booths should be removed by 6:30pm Saturday.

BOOTH SET-UP AND TEAR DOWN:

Gallatin Street will be closed early Saturday morning and all vendors are welcome to begin set-up at 8:00am. Before you begin set-up, please check in at the designated information area.

There will be 'block captains' to help direct you to your booth location. Set-up time is from 8:00am to 9:45am.

All displays must be removed by 6:30pm Saturday.

CHARACTER OF EVENTS:

Distribution by vendors of any printed matter, or other articles, shall be restricted to the space occupied by their booth. Nothing shall be posted on, tacked, nailed, or otherwise attached to the road surface, light poles, benches, trees or other permanent street fixtures. No portions of the sidewalks shall be obstructed or used for anything other than walkways for attendees. All booths will be located on the road surface and parking spaces. **DAMAGE ON ACCOUNT OF ANY MISUSE OF ANY PORTION OF THE PREMISES SHALL BE THE RESPONSIBILITY OF THE INDIVIDUAL VENDOR.**

PARKING:

All vendors must be parked in designated areas away from the event area to allow parking spaces for attendees.

