

## 2011 Ottawa's Annual Riverfest Craft & Flea Market **FOOD/BEVERAGE** Vendor

\*This event will be held on: Saturday, **August 6** & Sunday, **August 7 ~ 9:00 a.m. – 5:00 p.m.**  
The parade will be on Sunday, August 7 and will pass by the Craft & Flea Market on Jackson Street (downtown)

**NOTE: THERE WILL NOT BE ANY SECURITY ON FRIDAY AND SATURDAY NIGHT.**

\*Booth(s) are assigned in order of receipt of all paperwork & payment plus items to be sold @ **\$85.00 per booth space for the 2 days**

### Set-up times for 2-day event

Friday, August 5 \_\_\_\_\_ after 6 p.m.  
Saturday, August 6 \_\_\_\_\_ 6 a.m.  
Sunday, August 7 \_\_\_\_\_ 6 a.m.  
Booth dismantling on Sunday, August 7 \_\_\_\_\_ **AFTER 5 p.m.**

**THE CITY OF OTTAWA IS REQUIRING A COPY OF YOUR CURRENT ILLINOIS BUSINESS TAX (IBT) NUMBER – (CERTIFICATE OF REGISTRATION)**

**AND**

**NON-PROFITS WILL NEED TO SUPPLY A COPY OF YOUR CURRENT ILLINOIS DEPARTMENT OF REVENUE'S OR ILLINOIS ATTORNEY GENERAL'S AUTHORIZATION OF NON-PROFIT STATUS**

**AND ALSO**

**A COPY OF YOUR CURRENT CERTIFICATE OF LIABILITY INSURANCE with limits NOT LESS THAN \$1,000,000**

**NOTE: You must list the dates of the event and RIVERFEST STAFF AND CITY OF OTTAWA 301 W. Madison Street Ottawa, IL 61350 as Certificate Holder and "Additional Insured"**

**\*NOTE: DEADLINE** for the application is: **JULY 15** – **Please return with a self-addressed stamped envelope & payment**  
**Any applications received after the deadline may not be guaranteed a booth space**

**\*You must include your vehicle(s) license plate number on the application, in order to receive a booth space**

### **RULES & REGULATIONS**

- 1.) **NO ALCOHOLIC BEVERAGES, DRUGS, or DRUG PARAPHERNALIA MERCHANDISE** allowed or sold on the premises at anytime. **VIOLATORS WILL BE SUBJECT TO POLICE ACTION.**
- 2.) **NO GUNS, KNIVES, (including collectables), SWORDS, FIREWORKS, COMBUSTIBLES of ANY KIND** (including "Poppers"), **TOBACCO, or LIGHTERS,** may be sold. **VIOLATORS WILL BE SUBJECT TO POLICE ACTION.**
- 3.) **No** written profanity on clothing and/or items of any kind. This includes the selling of **or** wearing of such items.
- 4.) **No** refunds given for any reason. The show is rain or shine.
- 5.) **No** subleasing allowed. This means, if you **buy** a booth space, **you occupy** the booth space.
- 6.) **No** excessive noise allowed. Violators will be subject to police action.
- 7.) **You need to unload & move your vehicle(s) so somebody else may do the same and be set up by 8:45 a.m.!**  
**PLEASE, SET UP YOUR GOODS AFTER YOU HAVE MOVED YOUR VEHICLE/TRAILER.**
- 8.) **No** vehicle/trailer parking allowed next to booth space(s). Parking is available near the show site **BUT REMEMBER, PLEASE LEAVE PARKING NEAR JACKSON STREET FOR YOUR CUSTOMERS.**  
**No** camping allowed at or near the show site.  
**No** pets allowed on Jackson Street, there have been problems with dogs in the past.
- 9.) **Electric hook-ups for booth(s) are available but limited at the site. Vendor must request it on their application when it is returned. Vendor must have their own drop cords.**
- 10.) Riverfest Coordinator reserves the right to assign booth locations to all vendors.
- 11.) Illinois Sales Tax must be collected when it is required and is the responsibility of the vendor. If sales tax is to be collected by the vendor, their Tax Certificate **MUST BE** displayed in full view.
- 12.) The city of Ottawa is not responsible for injury to the persons, nor for the property.

\* All booth measurements are as accurate as possible. Booth(s) should be neat & attractive.\* There is no admission fee for the public and is well publicized throughout Illinois.

**CITY OF OTTAWA** 301 W. Madison Street Ottawa, IL 61350  
Phone: (815) 433-0161 ext. 31 Fax: (815) 433-2270 E-mail: riverfest@cityofottawa.org

**2011 Craft & Flea Market FOOD/BEVERAGE Vendor**

Saturday, **August 6** & Sunday, **August 7** ~ 9:00 a.m. – 5:00 p.m. on Jackson Street

\*NOTE: The parade will be on Sunday, August 7 which will be going past Jackson Street

\*Food booth spaces (10' W x 20' D) are assigned by the Riverfest Coordinator or Event Staff

YES, I NEED ELECTRICITY FOR:

Booth may not be disassembled until 5:00 p.m. on Sunday regardless of selling out of food/beverage.

**Non-Refundable Deposit of \$85.00 per booth space (payable to: Ottawa Riverfest) and completed application due by JULY 15**

Mail or return to: City of Ottawa Riverfest Craft & Flea Market, Attn: Heidy Eisert

**PERSONAL DATA**

Name of Business/Group: \_\_\_\_\_  
Please Print

Contact Person: \_\_\_\_\_  
Please Print

Address \_\_\_\_\_ City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone (\_\_\_\_\_) \_\_\_\_\_ Cell Phone (\_\_\_\_\_) \_\_\_\_\_ Work Phone (\_\_\_\_\_) \_\_\_\_\_

E-mail address: \_\_\_\_\_

**SECURITY DATA**

Have you or anyone working for been convicted of a felony? Y N If yes, please briefly describe the circumstances of your circumstances, indicating the date, nature, and the place of the offense and disposition of the case:

**\* Must have License Plate Numbers of vehicle(s) in order to receive a booth space**

License Plate Number(s) of vehicles at the event site: \_\_\_\_\_

**BOOTH INFORMATION**

# of Booths(s): \_\_\_\_\_ \$ Amount Enclosed: \_\_\_\_\_ **along with a self-addressed stamped large envelope**

Items to be sold:

**NOTE: The La Salle County Health Department will be on-site to inspect your food booth beginning at 8:00 a.m. on Saturday, August 6.** Please call the Health Department for the guidelines at 815-433-3366. The guidelines must be followed.

**\*The Health Department application & money will be taken care of on Saturday, August 6 by the Health Department.**

**\*For non-profit establishments, a copy of your current Illinois Department of Revenue Tax Exempt Statement is required for fee(s) to be waived by the Health Department.**

I have submitted:

\_\_\_\_\_ Ottawa Riverfest Craft & Flea Market Food/Beverage Vendor **Application along with a self-addressed stamped large envelope**

\_\_\_\_\_ Booth rental payment of **\$85.00 per booth - (make check payable to: Ottawa Riverfest)**

\_\_\_\_\_ **A copy of your current Illinois Business Tax (IBT) number - (Certificate of Registration)**

**OR a copy of your current Illinois Department of Revenue's OR Illinois Attorney General's authorization of non-profit status**

\_\_\_\_\_ **A copy of your current Certificate of Liability Insurance with limits NOT LESS than \$1,000,000 - listing the dates of the event and Riverfest Staff and City of Ottawa as "Additional Insured"**

I have read and fully understand the 2011 Riverfest Craft & Flea Market Food/Beverage Vendor Application and rules and regulations accompanied with the application and will hereby comply with all rules set therein. I will notify all my staff, workers, and /or volunteers of the rules outlined herein and will comply with same.

\_\_\_\_\_  
**\*\*Signature of Business/Group contact person**

\_\_\_\_\_  
**Date**