

# 2011 Ottawa, Illinois' Annual Riverfest Craft & Flea Market **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 passing on La Salle Street and the Craft & Flea Market will be on Jackson Street (downtown)

**THERE ARE SPACES AVAILABLE IN THE SHADE BUT WILL NOT BE NEAR THE PARADE ROUTE**

*These spaces are just a block away from the parade route and seem like a good location.*

*Plenty of parking is near this location bringing customers your way.*

**\*We have some events on Saturday and they will be on the Jackson Street stage and in Washington Park along with the Craft & Flea Market. These events will be the AAUW Annual Book Sale, Art in the Park, Agriculture Day, and some demonstrations along with the Farmers' Market and are very well attended.**

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

\*Booth(s) are assigned in order of receipt of all paperwork & payment plus items to be sold @ \$65.00 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.

**NOTE: THE CITY OF OTTAWA IS REQUIRING THAT YOU SUPPLY 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**

**NOTE: This is a must and you will not be assigned a booth space until all paperwork is received**

**\*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 also**

## **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 WARES 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.** Hotels are located nearby just off of Interstate 80. Contact the Ottawa Visitors Center for a list of Ottawa hotels/motels at (815) 434-2737.  
**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, IL 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 and is well publicized throughout Illinois.

CITY OF OTTAWA

301 W. Madison Street Ottawa, IL 61350

Phone: (815) 433-0161 x 31

Fax: (815) 433-2270

2011 Craft & Flea Market VENDOR Application

Held on 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

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

\*\*Booth spaces A - J are reserved for food booths first-electricity is very limited

\*Please specify below if you need electricity and the reason why you need electricity

Non-Refundable Deposit of \$65.00 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: Heidi Eisert

PERSONAL DATA

Name of Business/Group: Please Print

Contact Person(s): 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 you have 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 Booth(s): \$ Amount Enclosed: along with a self-addressed stamped envelope

Items to be sold:

I have submitted:

Ottawa Riverfest Craft & Flea Market Vendor Application with a self-addressed stamped large envelope

Booth rental payment of \$65.00 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

I have read the 2 pages and fully understand the 2011 Riverfest Craft & Flea Market 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