



Vendors:

Thank you for your interest in the Galena Country Fair held October 6 & 7, 2012, in historic Grant Park overlooking Galena, Illinois. The fair runs from 10:00 a.m. until 5:00 p.m. on Saturday and from 10:00 a.m. until 4:00 p.m. on Sunday. Early bird shoppers are in the park by 8:00 a.m.

Galena Country Fair features more than 150 crafters and artists from across the country. Fairgoers and participants enjoy great fair food, family fun, entertainment, children's games, raffles and a silent auction. Visit www.galenacountryfair.org to learn more about the fair or call 815-777-0817. The vendor application and information are on the attached pages. If you would prefer to type the application, an electronic version is available online at www.galenacountryfair.org.

We look forward to hearing from you.

Sincerely,

Galena Country Fair Committee

There are three categories for this event.

JURIED COUNTRY CRAFTS: Example media includes needlework, dried flowers and wreaths, dolls, stuffed animals, quilts, small wood items and baskets.

JURIED CRAFTS: Example media includes stained glass, weaving, woodworking, metalworking, clothing, pottery and jewelry.

JURIED FINE ARTS: Example media includes sculpture, oils, acrylics, batik, watercolors, photography, pen and ink prints and lithographs.

All work entered in the Galena Country Fair must be original and handcrafted. Any exhibitor displaying items that are manufactured may be asked to leave the fair and will not be invited to return.

Only one booth space per exhibitor will be available. No exceptions to booth space provided. Vendors unable to fit into the space provided will be asked to leave and will not be invited back.

Cash prizes will be awarded in each Juried category: first place in each category, \$75.00; second place, \$50.00; third place, \$25.00.

INFORMATION FOR JURIED ARTISTS & CRAFT PERSONS

ALL 5 ITEMS BELOW MUST BE INCLUDED WITH YOUR APPLICATION TO BE ACCEPTED!

1. 3-5 photos of your work (no slides). Please put your name on back of pictures.
2. \$225.00, entry fee in the form of a check or money order payable to The Galena Country Fair.
3. A large legal-size self-addressed stamped envelope.
4. Completed Itinerant Merchant & Itinerant Vendor Application form, plus a **\$25.00** check payable to the City of Galena. (See "Additional Important Information" page.)
5. A copy of your Illinois tax number certificate. (See "Additional Important Information" page.)
Mail all items to: Galena Country Fair , P.O. Box 6394, Galena, IL 61036

Remember application deadline is March 31, 2012.

Check the event website, www.galenacountryfair.org, for answers to vendors' frequently asked questions.

If you have further questions, please call: 815-777-0817.

Cancellation fees are nonrefundable after September 1, 2012.

The judges will select vendors during the first few weeks of April. If accepted, you will be notified by April 30. Accepted Vendors - checks will be cashed in April; photos will be returned to you on Country Fair weekend (they will not be returned with your acceptance letter).

Rejected Vendors - photos and checks will be returned in April.

General Information:

The fair is held rain or shine. There is no rain date or alternate indoor site in case of inclement weather. However, our customers are a hearty and loyal group!

Each entrant is responsible for his/her own display materials and tent.

No vehicles are allowed in Grant Park. Garden tractors with carts will be available for a small fee to the drivers. A loading/unloading zone is reserved for the artists and craftspeople. Free parking is available in the City parking lot as long as you display your parking permit which will be in your registration packet.

There will be security from 7:00 p.m. Friday until 6:00 a.m. Saturday and from 7:00 p.m. Saturday until 6:00 a.m. on Sunday. However, neither the security company nor the sponsor of the fair will be responsible for items lost, stolen or damaged.



**GALENA COUNTRY FAIR
VENDOR APPLICATION
OCTOBER 6 & 7, 2012**

NAME _____ BUSINESS Name (if applicable) _____

ADDRESS _____

CITY, STATE, & ZIP CODE _____

PHONE _____ CELL _____

DESCRIPTION OF CRAFT/FINE ART (25 words) _____

License # of car _____ License # of trailer _____

Please enclose 3-5 photos of your work (please put your name on back of photos), a check or money order for \$225.00, payable to the Jo Daviess County Country Fair Charities, Inc. Also enclose a \$25.00 check made payable to the City of Galena. Mail all items to: Galena Country Fair, P.O. Box 6394, Galena, IL 61036

APPLICATION DEADLINE IS MARCH 31, 2012

Please check the category that best fits your product: _____ Fine Arts _____ Crafts _____ Country Crafts

Booth size _____ 10' x 10' _____ 10' x 12'

If you wish to distribute rack cards, they will be mailed to you. Due to mailing costs the maximum number we can mail is 150. Please indicate how many you would like _____.

PARKING: There will be no permanent parking of trailers or vehicles on Johnson St. for exhibitors.

Each artist/craft person must donate one item worth a minimum of \$20.00 from their booth the weekend of the fair. These items will be used for the Silent Auction to benefit charitable organizations in Jo Daviess County.

**Silent Auction donations must be turned in before you will receive your city license.
It greatly helps the volunteers if you bring your donated item to vendor check in.**

I have read and agree with all regulations stated above and will donate an item worth at least \$20.00 for the Silent Auction as part of the fee for participation in the Galena Country Fair.

Signature _____

Date _____



ADDITIONAL IMPORTANT INFORMATION

Itinerant Merchant & Itinerant Vendor Information

The City of Galena requires that vendors selling merchandise within the city limits obtain an Itinerant Merchant License.

If you have any questions when filling out the Itinerant Merchant & Itinerant Vendor Application, please call Galena City Hall at (815) 777-1050.

Illinois Tax Number Information

You can receive an Illinois Tax Number by calling (815) 987-5210

Or writing to:

Illinois Dept. of Revenue

200 S. Wyman St.

Rockford, IL 61102

Please contact Illinois Department of Revenue as soon as possible – it will take six to eight weeks to obtain an Illinois Tax Number. There is no fee to receive an Illinois Tax Number. When calling or writing, please indicate you only need to fill out Form: REG-1. If they send you a lot of forms, only fill out Form REG-1.

Please Note:

You cannot participate in the Galena Country Fair if you do not fill out and return the Itinerant Merchant & Itinerant Vendor Application, along with a \$25.00 check made payable to the City of Galena. You must also include a copy of your Illinois Tax Certificate with your application.

The judges will select vendors in April. If selected for the fair, your acceptance letter will be mailed by the end of April. Vendors that are not chosen for the fair will have their checks and photos returned by the end of April.

Thank You,

Galena Country Fair Committee



City of Galena, Illinois

312 1/2 North Main Street
Galena, Illinois 61036
815-777-1050 • Fax: 815-777-3083
www.cityofgalena.org

ITINERANT MERCHANTS & ITINERANT VENDOR APPLICATION

Itinerant Merchant means any person who is engaged temporarily in the sale of goods, wares or merchandise, either in new or used, who, for the purpose of conducting such business, occupies or uses any convention center or any other location within the municipal limits for periods of fewer than five days at a single location to display or sell such goods. Exceptions to this are individuals conducting not more than two garage sales per year on private residential property.

Itinerant Vendor means any person who transports tangible personal property for display or sale at a convention center or any other location within the municipal limits who does not maintain an established office, distribution house, sales house, warehouse, service center or residence from which the business is conducted.

Please note:

1. Permit can only be issued in connection with sales offered as a part of a duly licensed fair, festival or flea market.
2. The agent of the duly licensed fair, festival or flea market event shall provide the City Clerk with the **completed** applications and forms of each vendor which participates in the event at least ten (10) days prior to said event. License fee shall be paid by the itinerant vendor or itinerant merchant at the time of the application. Applications without all required information will not be processed.
3. If the applicant is a partnership, each partner, principal or member thereof both individuals must complete the application. If applicant is a corporation, the application shall contain the information of each principal officer and the registered agent thereof. If more room is needed, use separate sheet or the reverse side of this application.
4. The fee for an Itinerant Merchant or Vendor License shall be twenty-five dollars (\$25.00). A license shall not be valid for more than seventy-two (72) hours.

Illinois sales tax number is required and a COPY of the Certificate of Registration must accompany this application.

For applicants without an Illinois sales tax number, **Reg-1 Applications** for sales tax numbers may be obtained from the Illinois Dept. of Revenue, Springfield, (217) 785-7100. State of Illinois residents can apply online at www.illinois.gov (Business Registration).

