



**Sunday  
October 17th  
Noon – 5 PM  
LeClaire Park  
Edwardsville, IL**

We're back! You're invited to join the fun at the 29th Annual LeClaire Parkfest on Sunday, Oct. 17, 2021 at LeClaire Park in the LeClaire National Historic District in Edwardsville, Illinois. Non-profit community groups or individual artisans & crafters are welcome to apply for vendor space at the festival which features live musical entertainment, trolley tours of the historic district, delicious festival foods, a beer & wine garden, crafts, demonstrations, games and more.

The festival is organized by Friends of LeClaire, a group formed after LeClaire's 1990 Centennial to promote the unique history of the former village and make improvements to the neighborhood. LeClaire Parkfest has become a much anticipated fall tradition on the third Sunday of October. Visitors have a great time while community groups have the opportunity to raise needed funds for the coming year or promote awareness of their organization. We thank everyone (visitors, sponsors and vendors) for their continued support.

Vendor information and an application are included with this invitation. If you have any general questions about LeClaire Parkfest, call 618-656-1294 or e-mail questions to [friends@historic-leclaire.org](mailto:friends@historic-leclaire.org).

#### **HISTORIC LECLAIRE**

LeClaire was founded in 1890 as a model cooperative village by N. O. Nelson, a St. Louis plumbing manufacturer and visionary. Nelson emphasized the six principles of work, education, recreation, beauty, homes and freedom when planning the village. Radical ideas such as profit-sharing, pleasant working conditions, and affordable homes purchased with the company's financial help were all part of Nelson's vision. LeClaire was annexed by the City of Edwardsville in 1934, and placed on the National Register of Historic Places in 1979.

To learn more, visit the Friends of LeClaire web site at [www.historic-leclaire.org](http://www.historic-leclaire.org). Information is also available at the Madison County Archival Library or in a walking tour brochure available at Edwardsville City Hall or from Friends of LeClaire.

## Vendor Information

The purpose of Leclaire Parkfest is to draw attention to the Leclaire National Historic District while helping non-profit organizations in the Edwardsville area with fundraising. Every effort is made to assure that all the booths have a profitable day while promoting the groups they represent. **The only commercial booths accepted are those who demonstrate they are raising funds for charity.**

**Food Vendors:** Vendor fees are based on products sold. The vendor is given exclusive rights to the sale of their food item. So, if a vendor is selling hot dogs, he can be assured that no one else will be allowed to sell hot dogs. Food vendors are charged \$40 for the first product and \$30 for each additional product they sell at their booth. All products must be approved in advance so that they don't infringe on another vendor's sales. Food preparation guidelines from the Madison County Health Department are available on request.

Food Vendors from the previous year's festival are given priority in choosing products for their fundraising event until Sept 1, 2021. After September 1 approved products are awarded on a first come first served basis. Regular vendors are also assigned their same location as in previous years.

**Crafts and Activities:** Activity booths are also limited to one general activity (one of each a game, contest, or other activity) that will be exclusive to the event. Art work and crafts must be handcrafted by the participant and no manufactured goods are permitted. Exception: Goods sold by non-profit organizations that include their name, i.e. Leclaire history books, organization t-shirts, etc. Note: Permits are required in order to hold raffles in the City of Edwardsville.

All entries and fees must be received by Tuesday, Oct. 5, 2021, however there is no guarantee that space will still be available by that date. Confirmation notices will be sent out beginning in mid-September. Entry fees are not refundable. Vendor spaces are 10-12 feet unless otherwise indicated on the vendor application. Electricity to the booths is provided if requested. Electricity is not provided for televisions or other appliances not required for the booth. Vendors provide and are responsible for their own equipment, tables, etc. Friends of Leclaire have certificates of insurance on file with the City of Edwardsville.

The official set-up time for the festival is 10 AM so all vendors will be ready to start serving patrons by the start-up time of noon (early sales permitted except alcohol). A site supervisor will be at the park by 9 AM if you want to come earlier. Check-in at the Friends of Leclaire tent on Hale Avenue upon arrival to find your location. There is a loading area on Hale Avenue, but Edwardsville police ask that all vehicles be moved prior to 11 AM to allow room for emergency vehicles. As a courtesy, vehicles should be moved as soon as they can be emptied to allow space for other vendors to unload. Vehicles are prohibited on park grounds.

**All vendors are expected to remain at the park until closing time at 5 PM. Dismantling booths early sends a signal to patrons that the festival is closing.**

If additional information is needed regarding vendors at Leclaire Parkfest, contact vendor coordinator Theresa Morrison at 618-920-5333 or e-mail your questions to friends@historic-leclaire.org.

## 2021 LECLAIRE PARKFEST - VENDOR APPLICATION

Please read the vendor information attached before filling out this application. Submit a separate vendor application for each products or activities (unless all are food items). The non-refundable booth fee of \$40 is required of ALL vendors. Food vendors pay \$40 for their first product and \$30 each for additions products in exchange for exclusive rights to their products. Vendors who pay for multiple products will be refunded any amount over \$40 if the festival is cancelled due to inclement weather. Otherwise, vendor fees will only be returned if applications are not accepted. Friends of Leclaire reserves the right to deny application for any vendor not deemed appropriate to the festival.

### PLEASE PRINT

Organization Name: \_\_\_\_\_

Person to Contact: \_\_\_\_\_

Address (Street address including City, State & Zip Code):  
\_\_\_\_\_

Phone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_

E-Mail Address for Confirmation \_\_\_\_\_

FOOD PRODUCT PREFERENCE (i.e. lemonade, tacos, soda, etc.)  
\_\_\_\_\_

OR

INDICATE YOUR ACTIVITY OR CRAFT PRODUCTS (i.e. book sale, pottery, baskets, face painting, community service, children's game, etc.):  
\_\_\_\_\_

NUMBER OF ELECTRICAL OUTLETS REQUIRED: \_\_\_\_\_

Send your completed application along with a check for your vendor fees to:

**Friends of Leclaire  
Leclaire Parkfest Application  
P. O. Box 644  
Edwardsville, IL 62025**

If additional information is needed regarding Leclaire Parkfest vendors, please contact Theresa Morrison at 618-920-5333 or send an e-mail to [friends@historic-leclaire.org](mailto:friends@historic-leclaire.org).

For FOL Records:

Accepted Y/N Date accepted \_\_\_\_\_ Vendor fee paid \_\_\_\_\_ Check # \_\_\_\_\_