



VENDOR APPLICATION

SUNDAY, OCTOBER 16, 2022 Noon-5:00 P.M.
Leclaire Park, 900 Hale Avenue, Edwardsville, IL 62025

Please join us in the celebration of the 30th Anniversary of Leclaire Parkfest, a beloved annual fall tradition for the Edwardsville/Glen Carbon community on Sunday, October 16, 2022.

Non-profit community groups, local small businesses or individual artisans & crafters are welcome to apply for vendor space at the festival. Each year, Leclaire Parkfest attracts approximately 5,000 people to enjoy live music, festival food, a beer & wine garden, craft booths, a used book sale benefiting the American Cancer Society, children's activities, a vintage vehicle exhibit and trolley tours of the Leclaire National Historic District.

The festival is organized by Friends of Leclaire (FOL), a local not for profit formed after Leclaire's 1990 Centennial to promote the unique history of the former village. Proceeds from Leclaire Parkfest help fund planning, promotion and execution of the festival *and* the preservation and beautification of public spaces in Leclaire, including the park grounds and the Edwardsville Children's Museum.

Vendor information and an application are included with this invitation. If you have any general questions about Leclaire Parkfest, contact Will Krause at **618-540-5950** or e-mail questions to friends@historic-leclaire.org.

VENDOR INFORMATION

COMMERCIAL EVENTS DONATION REQUIREMENT: This year we are expanding commercial vendor applications. No longer will commercial vendors be required to demonstrate they are raising funds for charity. Instead, Friends of Leclaire has established a Park & Neighborhood Improvement Fund. All commercial food vendors which are determined to be for-profit or commercial in nature shall donate a minimum of **10%** of the net profit by the applicant to the Friends of Leclaire within 30 days of the conclusion of the event. Not doing so will forfeit the applicant's ability to host future events.

Applicant is a Not-For-Profit? YES NO

Name: _____

FOOD VENDORS: Vendor fees are based on products sold. Vendors are given exclusive rights to the sale of their food item. So, if a vendor is selling hot dogs, they 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 September 1, 2022. 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 & ACTIVITIES: Activity booths are also limited to one general activity (one of each game, contest, or other activity) that will be exclusive to the event. Activity booths are charged **\$40 per booth**. 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.

GENERAL: All entries and fees must be received by **Monday, October 03, 2022**; 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 10:00 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 9:00 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 11:00 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 5:00 PM. Dismantling booths early sends a signal to patrons that the festival is closing.

2022 VENDOR APPLICATION - LECLAIRE PARKFEST

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 Will Krause at 618-540-5950 or send an e-mail to friends@historic-leclaire.org.

For FOL Records:

Accepted Y/N Date accepted _____ Vendor fee paid _____ Check # _____