



## 2023 VENDOR APPLICATION

October 15, 2023, 11:00 am to 5:00 pm at LeClaire Park, 900 Hale Avenue, Edwardsville, IL 62025

**OVERVIEW:** LeClaire Parkfest attracts approximately 5,000 people annually to enjoy live music, festival food, a beer and wine garden, art and craft booths, 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 not for profit that promotes the unique history of the former village. Festival proceeds 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.

**WHO MAY APPLY:** Non-profit community groups, local small businesses, local authors and individual artisans and crafters are welcome to apply for vendor space. Artwork and crafts must be handcrafted or designed by the participant. No manufactured goods are permitted. Non-profit organizations may sell items that include their name (such as T-shirts, books, etc.) or host a game or activity such as pumpkin painting. Friends of LeClaire reserves the right to deny application for any vendor deemed inappropriate to the festival.

**FEE: \$40 for one (1) 12' x 12' space at LeClaire Park.** The fee for two side-by-side spaces is \$80. Vendors are restricted to stay within their space, including tents, chairs, display materials, merchandise, etc. No exceptions will be made. Entry fees are not refundable. Fee is for space only; vendors are responsible for tents, tables, displays, etc.

**FOOD VENDORS:** Food vendors are charged \$40 for a booth and the first product sold and \$30 for each additional product they sell at their booth. Vendors are given exclusive rights to the sale of their food item. For example, if a vendor is selling hot dogs, they can be assured that no one else will be allowed to sell hot dogs. However, this does not apply to an entire category of food. For example, one vendor may sell pies, and another may sell cookies. All products must be approved in advance so that they don't infringe on another vendor's sales. For example, if you say you're going to sell hot dogs, you may not change your mind and serve roast beef sandwiches. All decisions regarding this matter will be determined by Friends of LeClaire.

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, 2023.** After September 1, approved products are awarded on a first come, first served basis. We will endeavor to assign regular vendors their same location as in previous years.

**APPLICATION DEADLINE:** Monday, October 1, 2023. There is no guarantee that space will be available by that date. We will send confirmation notices as applications are received and approved.

**VENDOR SET UP & TEARDOWN:** You may begin to set up at 8:30 am. Volunteers will be at the park by 10:00 am if you require assistance. Please check in at the Friends of LeClaire tent on Hale Avenue upon arrival to find your location. You may park on Hale Avenue to unload, but **Edwardsville police ask that all vehicles be moved prior to 11:00 am** to allow room for emergency vehicles. As a courtesy, move all vehicles 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. Volunteers will help with teardown from 5 to 6 pm.**

**ILLINOIS STATE TAX:** You are required by law to report your sales to the State of Illinois. The Illinois Special Event Tax Collection Coupon will be provided to accepted vendors in September or early October. Following the completion of LeClaire Parkfest, FOL will report our Vendor list to the City of Edwardsville. Please follow the State's submission guidelines per the coupon when remitting your taxes.

**GENERAL:** Access to electricity is limited and to be determined by Friends of LeClaire. Certificates of insurance for Friends of LeClaire are on file with the City of Edwardsville. **If you have questions about LeClaire Parkfest, please contact Vendor Coordinator Will Krause at 618-540-5950 or e-mail questions to Festival Coordinator [rlvnnreardon@gmail.com](mailto:rlvnnreardon@gmail.com).** You may also contact Friends of LeClaire at [vendors@historic-leclaire.org](http://vendors@historic-leclaire.org).



## 2023 VENDOR APPLICATION: ARTISANS AND CRAFTERS

**DATE:** Sunday, October 15, 2023

**LOCATION:** LeClaire Park, 900 Hale Avenue, Edwardsville, IL 62025

**FESTIVAL HOURS:** 11:00 am to 5:00 pm

Please read the vendor information before filling out this application. Submit a separate vendor application for each product or activity. The non-refundable booth fee of \$40 per 10' x 10' space is required of ALL vendors. Food and beverage vendors may not submit this application. Vendor fees will only be returned if applications are not accepted. Friends of LeClaire reserves the right to deny application for any vendor deemed inappropriate to the festival.

### PLEASE PRINT

Vendor/Organization Name: \_\_\_\_\_

Name of Contact: \_\_\_\_\_

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

Phone # \_\_\_\_\_ Email: \_\_\_\_\_

**Describe what you will vend:** (For example, silkscreen prints, handcrafted cutting boards, garden decorations, book sale, pottery, face painting, children's game, etc.)  
\_\_\_\_\_

**Number of electrical outlets\* required:** \_\_\_\_\_

\*Access to electricity is limited and to be determined by Friends of LeClaire.

Please send your completed application along with a check for your vendor fee(s) to:

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

If you have questions about LeClaire Parkfest, please contact Vendor Coordinator Will Krause at 618-540-5950 or e-mail questions to Festival Coordinator [rlynnreardon@gmail.com](mailto:rlynnreardon@gmail.com). You may also contact Friends of LeClaire at [vendors@historic-leclaire.org](mailto:vendors@historic-leclaire.org).

### FOR FOL RECORDS:

Accepted: Y / N    Date Accepted: \_\_\_\_\_    Amount of vendor fee paid: \_\_\_\_\_    Check #: \_\_\_\_\_

FRIENDS OF LECLAIRE P. O. Box 644, Edwardsville, IL 62025 <http://www.historic-leclaire.org/>



## 2023 VENDOR APPLICATION: FOOD VENDORS

**DATE:** Sunday, October 15, 2023

**LOCATION:** LeClaire Park, 900 Hale Avenue, Edwardsville, IL 62025

**FESTIVAL HOURS:** 11:00 am to 5:00 pm

Please read the vendor information before filling out this application. The non-refundable booth fee of \$40 per 10' x 10' space is required of ALL vendors. Food vendors are charged \$30 for each additional product they sell at their booth. Vendors are given exclusive rights to the sale of their food item(s). For example, if a vendor is selling hot dogs, they can be assured that no one else will be allowed to sell hot dogs. However, this does not apply to an entire category of food, such as desserts—one vendor may sell pies, and another may sell cookies. All products must be approved in advance so that they don't infringe on another vendor's sales. For example, if you say you're going to sell hot dogs, you may not change your mind and serve roast beef sandwiches. All decisions regarding this matter will be determined by Friends of LeClaire.

Food preparation guidelines from the Madison County Health Department are available on request. After September 1, approved products are awarded on a first come, first served basis. We will endeavor to assign regular vendors their same location as in previous years. Vendor fees will only be returned if applications are not accepted. Friends of LeClaire reserves the right to deny application for any vendor deemed inappropriate to the festival.

### PLEASE PRINT

Vendor/Organization Name: \_\_\_\_\_

Name of Contact: \_\_\_\_\_

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

Phone # \_\_\_\_\_ Email: \_\_\_\_\_

Describe what you will vend: (For example, hot dogs, cookies, lemonade, etc.)  
\_\_\_\_\_

Number of electrical outlets\* required: \_\_\_\_\_

\*Access to electricity is limited and to be determined by Friends of LeClaire.

Please send your completed application along with a check for your vendor fee(s) to:

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

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#### FOR FOL RECORDS:

Accepted: Y / N      Date Accepted: \_\_\_\_\_      Amount of vendor fee paid: \_\_\_\_\_      Check #: \_\_\_\_\_

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