



**SPRINGFIELD HORSESHOE FESTIVAL
SHOES AND SHOES**
sponsored by
FAITH COALITION FOR THE COMMON GOOD
SHELLY HEIDEMAN, EXEC. DIRECTOR
2208 EAST KANSAS
SPRINGFIELD, IL 62703

SPRINGFIELD HORSESHOE FESTIVAL SHOES AND SHOES

Saturday, July 27, 2019
from 11 AM until 5 PM
Lincoln Park
1601 North 5th Street
Springfield, IL 62702

Springfield Horseshoe Festival: **VENDOR APPLICATION**

To receive a letter of confirmation please provide us with your email address or a self-addressed envelope and please remember to affix the correct postage as well. Please note that space assignments cannot be made until we receive FULL PAYMENT. Please enter your email address here: _____

PART 1 - BUSINESS NAME	INDIVIDUAL NAME	PHONE#	
BILLING ADDRESS	CITY/STATE/ZIP CODE	ALTERNATE PHONE#	
DETAIL DESCRIPTION OF ITEMS TO BE SOLD: (EXAMPLE – Jewelry: watches, necklaces, bracelets, etc.)			
PART 2 - BOOTH RENTAL DEADLINE(S)	DESCRIPTION	FEEES	AMOUNT
JUNE 1ST- JUNE 22 ND	8-feet by 8-feet SPACE + ONE TABLE/2 CHAIRS	X \$50	\$ _____
JUNE 23RD-JUL 7 22	Same as above	X \$100	\$ _____
			\$ _____
Total (PART 2)			\$ _____
PART 3 - ADDITIONAL	QUANTITY	FEEES	AMOUNT
TABLES		X \$15	\$ _____
CHAIRS		X \$5	\$ _____
ELECTRICAL OUTLETS		X \$25	\$ _____
ADDITIONAL BOOTH Per each 8-feet by 8-feet request		X \$50	\$ _____
Total (PART 3)			\$ _____
GRAND TOTAL (Part 2 + Part 3)			\$ _____

My signature, acknowledges receiving the Springfield Horseshoe Festival rules and regulations and that myself, my business and/or any representative therefore will adhere to all established and discussed rules.

VENDOR SIGNATURE:	DATE:	Amount Enclosed: \$ _____
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OFFICE USE ONLY Please initial / date each process	Full Payment Received	Additional Items Logged	Booth Space Assignment # _____	Email Confirmation
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Springfield Horseshoe Festival: SHOES AND SHOES

We are excited to announce that we are beginning registration for the **FIRST EVER 2019 SPRINGFIELD HORSESHOE FESTIVAL SHOES AND SHOES** sponsored by the Faith Coalition for the Common Good. This event will be held at the Springfield Lincoln Park, located at 1605 North Fifth Street in Springfield, IL on Saturday, July 27, 2019 from 11 AM until 5 PM.

Just to describe a few things to enjoy:

- Shoes and Shoes: Horseshoes loaded with your favorite fixings and
- Horseshoe Pitching Contest as well as
- Children Activities
- Bounce house
- Arts and Crafts
- Live remote and music from Capitol Radio Group
- Nelson Center Activities
- Flag Football
- Health Fair
- Vendors
- Line Dancers
- Local Entertainment

So come join us for a day of fun!

VENDOR REGISTRATION

To register please complete the **VENDOR FORM** and mail it to the following address with a check and/or money order payable to:

**FAITH COALITION FOR THE COMMON GOOD
SHELLY HEIDEMAN, EXEC. DIRECTOR
2208 EAST KANSAS
SPRINGFIELD, IL 62703**

Springfield Horseshoe Festival: **VENDOR RULES AND REGULATIONS**

Application Process

1. Approved vendors will have submitted ALL of the following: fully completed and signed application, and all the appropriate fees via check or money order. (Only accepting Check or Money Order)
2. Vendor applications must be postmarked no later than July 17, 2019.
3. Applications received that are incomplete, unsigned, without the appropriate fees or after the deadline will be notified via phone and/or email. It is the vendor's responsibility to ensure all portions of the application are received.
4. Upon approval of the application, Festival staff will send an email notification to the email address provided by the vendor.
5. Electricity is available for a fee. These requests must be approved and paid for prior to your arrival. No last minute service can be accommodated. Please be sure to indicate this on your application.
6. No refunds will be given after the Festival enrollment deadline. (Enrollment deadline: 07/17/2019)
7. Spaces will be assigned by first approved and paid, first served. Spaces will be numbered, upon checking in, the vendor will be given their assigned numbered space.

Check-in/Set-up/Breakdown

8. All vendors are required to check-in at the Information Booth. Check-in and Set-up is available starting at 7:00am, day of the festival. Vendors must be fully set-up by 10:45am.
9. Vendor booths must be staffed and remain open for the duration of the festival (11am-5pm)
10. Vendor tables should be covered to the ground with a decorative cloth or vinyl and all packing material should be stored out of site.
11. Conversely, all vendors will be required to stop selling promptly at 5:00pm.
12. Vendors must breakdown, clean-up, and remove all items from booth area by 6:00pm day of the festival.
13. No vehicles are permitted on the grass area of the park for purposes of loading / unloading. Vehicles should be parked in designated parking spaces as not to obstruct pedestrians.

Vendor Conduct

14. All vendors are limited to sale only those items approved and stated on the application. We reserve right to prohibit the display and/sale of any item(s) it deemed inappropriate or unacceptable.
15. Vendors will not be allowed to sell any food or drink items.
16. No illegal items will be permitted to be sold. additionally, no selling of replicated licensed merchandise like CD's or DVD's.
17. No alcohol may be sold or consumed by any vendor.
18. All items should be kept within your space including seating as not to interfere with other vendors or customers. If more space is required, there is an additional \$50 per 8-feet by 8-feet space request. Additional Table(s) and chair(s) are available at a minimum fee of \$15 and \$5 respectfully.
19. Vendors are encouraged to bring their own tent, as this event will be held outside.
20. Vendors will not be allowed to leave their vehicles parked within the Festival area.
21. Vendors will not be allowed to play any music or other auditory programming during the Festival.
22. Vendors must make sure they bring ample change for their own business sales.
23. The Festival, it's staff and partners are not responsible for items that are lost, stolen, and/or damaged.
24. We reserve the right to cancel this event if the park grounds become unusable due to weather conditions.

Vendor Coordinator Contact Information

Rose Douglass, 217-494-0282, ladyrose1045@gmail.com

Faith Coalition for the Common Good, 217-544-2297, fccg2208@gmail.com