

# Glen Carbon Homecoming June 16 – 17<sup>th</sup>, 2023

## Booth Application

1. Business/Organization: \_\_\_\_\_
2. Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell Phone \_\_\_\_\_  
E-Mail \_\_\_\_\_
3. **Type of Organization:**  
**For Profit** \_\_\_\_\_ (**\$150 per 15 x 15 space**) or **Not-for Profit** \_\_\_\_\_ (**\$75 per 15 x 15 space**)
4. Number of 15 x 15 booths that you are reserving; 1 \_\_, 2 \_\_, 3 \_\_
5. Booth Description (As much as possible, the committee tries to avoid exact duplicates.) **Only concession, activity, not-for-profit and sponsor booths will be considered for acceptance!**

**Food/Refreshments**-Please list top 3 requested exclusive items.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Activity** \_\_\_\_\_

6. **Description of equipment that will be placed in the 15 X 15 booth space(s).**  
\_\_\_\_\_
7. **Will you require electric?** Yes \_\_, No \_\_
8. **Will you require the additional 220 (50 amp) electrical service in addition to the free 110 that is provided with each booth space?** Yes \_\_, No \_\_

**Deadline for Applications and Fee: June 2, 2023. Accepting applications NOW! All approved booths will be secured on a first come, first serve basis.** Please turn in your completed application, fees, signed Rules & Regulation form and Certificate of Insurance (Sample Attached) to secure your spot and refreshment items or activity. **NO Applications will be approved until ALL required documentation has been submitted. Thank You!**

\* ***For profit booths will be liable for collection sales tax.***

- **Booth Fees:** A "Non-Refundable" booth fee is required with the application along with signed Rules & Regulations and a Certificate of Insurance.
- **Placement of booth:** The committee determines placement of all booths.
- **Size:** All booths are 15 x 15. All vendors' equipment must fit in the 15 x 15 space including trailers, hitches, canopies, etc. Each vendor will get 15' front on Main Street. If a vendor requires a larger space, then an additional space must be purchased. Two spaces will be 30' x 15'. **We provide the space only!** GCCE does NOT provide tents, tables, chairs, etc. for vendors.
- **Electricity:** Each booth space will be provided with one duplex box (35amps) for electricity (110) for free. We have 4 limited 220 electric services (50amp) for an additional \$25 fee.
- **Extension Cords:** Each vendor will need to bring a 200-foot (min 14/3 gauge) free from damage extension cord (s). Surge protectors are allowed in the booth space.
- **Water:** Water will be available from the Village; however there will be no continuous water feed.
- **Ice:** The GCFD will sell ice at the beer tent.
- **Hours: Set up is on Friday from 9 am-noon! All trailers and vehicles that need to be backed into their space need to be set in place by 10 am. All other vendors set up between 10 am-noon. NO EXCEPTIONS! Booths must be ready for business by 5 pm on Friday, and 4:00 pm on Saturday.**
- **Permit to Serve Food:** Food and refreshment vendors must contact Kim at the Madison County Health Department, 101 East Edwardsville Rd., Wood River, IL 62095/618-296-6079/ [www.madisonchd.org](http://www.madisonchd.org). If a permit is deemed needed by the Health Department, please apply by June 2, 2023.
- *All food vendors are required to have a fire extinguisher on site!*

Booth fees: Business/For Profit \$150 per space! Not-For Profit \$75 per booth space!  
Mail to Village of Glen Carbon, Attn. GCCEC, 151 N Main Street, Glen Carbon, Il62034.