

# Glen Carbon Homecoming June 16 & 17, 2023

## Artist/Crafter Booth Application

1. Business/Organization: \_\_\_\_\_
2. Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
E-Mail: \_\_\_\_\_
3. Type of Organization:  
For Profit \_\_\_\_ (\$75 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:  
Art/Craft Specialty  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. Description of equipment that will be placed in the 15 X 15 booth space(s).  
\_\_\_\_\_
7. 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. **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 proof 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 (35 amps) 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 (minimum 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 from 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 10am-noon. NO EXCEPTIONS! Booths must be ready for business by 5pm on Friday and 4 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 1, 2023.
- **All food vendors are required to have a fire extinguisher on site!**

**Booth fees: For Profit - \$75 per space or Not-For Profit - \$75 per booth space! Mail to Village of Glen Carbon, Attn. GCCEC, 151 N Main Street, Glen Carbon, IL 62034.**