



## Marion Main Street 2017 Hub Fest Vendor Guidelines

**When:** Saturday, September 23, 2017 from 12 – 8 pm (event goes until 10pm so vendors can stay)

**Where:** Downtown Marion, Illinois – Marion Tower Square

### Category Definitions:

- Hand-Made Arts & Crafts: 100% handmade items only.
- Manufactured Crafts: Any Items not entirely handmade by an individual, store brought items, or resale items.
- Business Displays: A business other than handmade arts and crafts businesses, such as but not limited to: service or retail businesses.
- Non-Profit Displays: A business or organization that wants to participate by spreading knowledge or offering a service and not for sale items.
- Food Vendor: Any vendor looking to sell edible items which will be cooked to order on site. This also includes any vendor looking to sell snack or prepared items.

### Fee Schedule per Space per date (all fees are non-refundable):

- Hand-Made Arts & Crafts (10'x10'): \$30
- Manufactured Crafts/Items (10'x10'): \$30
- Business Display (10'x10'): \$30
- Non-Profit (10'x10'): \$20
- Food Vendor (15'x15'): \$50

### Cancellation:

All fees are non-refundable.

### Confirmation:

Applicants are not considered registered until the **Application Fee is received in full** by the Event Coordinator. Your **CANCELED CHECK** or **RECEIPT** will serve as confirmation of your booth reservation.

### Space Guarantees:

We cannot guarantee requests for a particular area or space; however, we will do our best to meet requests.

### Rain & Wind Policy:

There will be **NO REFUNDS** for rain or wind. Refunds will only be given if the event is canceled. A great deal of time and expense is put into the Marion Main Street Car Cruise-In over the course of the past several months, therefore it is our policy not to cancel for inclement weather. Vendors are responsible for providing their own protection from the elements. A one hour wait period will occur before calling the



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status of the festival. After that period, if the festival is canceled, a staff person will notify participants. Only then will vehicles be allowed back into the festival area.

#### **Health Department Regulations:**

The Marion Main Street Organization will not be held responsible if the Health Department closes your booth and your space fee will NOT be refunded. Food vendors are required to follow all Health Department regulations.

#### **Food Item and Beverage Selection:**

The Marion Main Street organization reserves the right to limit certain food item selections. Food Vendors will be permitted to sell carbonated and non-carbonated beverages and water. **NO ALCOHOLIC BEVERAGE SALES ARE PERMITTED!** You MUST list every item you would like to serve. You will be contacted only if an item is over the limit and cannot be served.

#### **Arrival and Departure Guidelines:**

- Set up time will begin at 09:00 am, please do not arrive before 9:00 am. Participates arriving to set up after 12:00 pm will be turned away without refund.
- All exhibitors are required to remain at the show until 8:00 pm. but we would prefer them stay until the event closes at 10:00. We have advertised the specific hours of the festival, and it would not be professional or fair to patrons to start to breakdown before the specific closing time.
- Failure to appear or early withdrawal from the festival will jeopardize participation in future events.

#### **Traffic Control Plan**

To avoid as much traffic congestion as possible, we respectfully request vendors comply with this set up plan. The plan is as follows:

- Check in at vendor check in location and locate your vendor space.
- Unload your wares.
- Move your vehicle as soon as possible to a designated vendor parking area.
- Set up your display.

#### **Miscellaneous Guidelines:**

- A \$25 fee will be charged for any returned check
- Ice, water, electricity, power cords, VDH regulated dump areas, and trash cans will **NOT** be provided.
- Vendors are responsible for providing their own trash receptacles/bags.
- A fire extinguisher must be in any booth where food is cooked, candles are lit, or if there is any burning or smoking items.
- Locations and street layout are subject to change.
- A professional attitude and consideration for co-exhibitors is expected at all times. Failure to cooperate with the Marion Main Street Organization may result in removal from the show without refund.
- Exhibitor shall be liable for delivery, handling, erection, and removal of their own display and

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materials.

- You will only be allowed to set up in the amount of space you have paid for. Going beyond your paid space will result in an immediate additional space fee if additional space is available. You may only represent one branded company in your vendor space.
- The Marion Main Street Organization reserves the right to: (1) sell items at selected locations, (2) limit certain food items, and (3) deny anyone display privileges at the festival.