

2008 ARTHUR FESTIVALS CRAFT, COMMERCIAL, FLEA & NON PROFIT VENDORS RULES

- **FESTIVAL DATES:**
 1. Arthur Days; Friday, June 6th, 9-5; Saturday, June 7th, 9-5
 2. Cheese Festival: Saturday, August 30th, 9-8; Sunday, August 31st, 10-5; Monday, September 1st, 9-5
- **APPLICATION DEADLINES:**
 1. Arthur Days: April 30th, 2008.
 2. Cheese Festival: July 31st, 2008.
 3. Applications will be accepted up to the day of the festival if space is available.
 4. The booth fees increase in the month prior to the festivals.
- **DEPOSIT:**
 1. This is a \$30.00 refundable fee. (You will lose your deposit if you pack up early and leave the festival.)
 2. The deposit check MUST BE a separate check from the booth fee.
 3. The deposit check will be returned to you after 5 p.m. on the last day of the festival.
 4. For the Cheese Festival only: if you only attend 1 or 2 days, the closing time will be the last day you are at the festival.
- **BOOTHS:**
 1. BOOTH FEES ARE NONREFUNDABLE.
 2. BOOTHS MUST BE MANNED AT ALL TIMES. (If you need a break, I will be glad to watch your booth for you)
 3. All booths must be free standing, no stakes.
 4. All tables must be skirted to the ground.
 5. Booths may remain in place overnight at your own risk, but the local police do patrol the festival area after festival hours.
- **SPACE ASSIGNMENTS:**
 1. Booth spaces will be assigned in the order paid in full applications and deposit checks are received.
 2. We Reserve The Right To Assign Booth Space At Our Discretion.
 3. All spaces will be assigned in advance and a confirmation letter will be mailed, after your booth fee & deposit checks have been received, a couple weeks prior to the festival.
- **SET-UP:**
 1. Setting up the night before the festival begins is permitted & encouraged.
 2. Please park to one side of the street, but not in vendor spaces, so other vendors may set up also.
 3. Each day you may transport supplies by vehicle into the festival area, your-vehicle-must-be-out-of-the-festival-area by 7:45 a.m.
 4. Setting up on the first day of the festival is also permitted, with the following guidelines:
 - § Arrive early, giving yourself plenty of time to set up prior to the festival opening time
 - § You must unload your displays & products and MOVE your vehicle out of the festival area by 7:45 a.m.
- **ELECTRIC & WATER (There will be an electrician on site during set-up.)**
 1. You are responsible for ALL electrical hookups. Please send exact electrical requirements.
 2. Arranging for water hookups is YOUR responsibility.
 3. ALL power cords and water hoses must be secured and out of the way of causing an accident.
 4. The water & electric locations will be marked on your confirmation festival map.
- **PARKING:**
 1. All vehicles must be out of the vendor area during festival hours
 2. No parking in alleys, the police will give you a ticket.
 3. Parking lots will be marked on the festival map you will receive with your confirmation.
- **OUTSIDE FESTIVAL:**
 1. All spaces are outside and located in the downtown area of Arthur.
 2. Vine Street is the main street for the festival but also includes the side streets of Illinois and Progress Streets.
 3. The festival will be held, rain or shine.
- **TRASH DISPOSAL:**
 1. Please supervise your booth space for trash during the festival.
 2. Trash dumpsters are located at the edges of the festival areas for vendor's trash; they will be marked on the festival map.
 3. All Boxes Are To Be Broken Down Flat & Taken To The Dumpster Closest To Your Booth.
 4. Don't use the trash totes or stone trash containers as they are for the festival visitors.
- **OTHER INFORMATION:**
 1. Emergency staff will be available for medical emergencies, contact with the Visitor's Center at 217-543-2242.
 2. Please obey all detours and watch for pedestrians.
 3. Alcohol is NOT permitted at booths anytime during the festival.
 4. Anyone not complying with ALL rules could be asked to leave and will not be invited back.
 5. Security will be provided by the local police force throughout the event.
- **CLOSING INFORMATION:**
 1. Vehicles are not allowed in the festival area until after the closing time listed above, no exceptions.
 2. Bringing your vehicle into the festival area will cause you to lose your deposit.

FORMS OF PAYMENT ACCEPTED

1. Cash,
2. Credit Cards – Visa or MasterCard (I will need your V Code & how your name appears on the card.)
3. Personal Checks or Money Orders

Mail Application to: ARTHUR FESTIVALS - 106 E. PROGRESS STREET - ARTHUR, ILLINOIS 61911

Fax Application to: 217-543-2004 (Faxed applications will not be guaranteed a space until payment is received.)

If you have any questions call: Vendor Chairman, Theresa Binion at 217-543-2242 or 1-800-722-6474