



Date: Saturday, October 11, 2014
 Time: 9am–4pm (Last event starts at 3:30 pm)
**Walk/Run begins at 8:30 am*
 Location: Outside Historic Monroe County Courthouse
 Courtyard on Main Street, Waterloo, IL
 Costs: \$35.00 per 10' x 10' space (*Electricity \$10 Extra*)

GENERAL INFORMATION

- The show is free to the public and advertised in both local and regional newspapers & online
- Food and drink will be available for purchase
- No tables or chairs will be provided (*bring your own*)
- No smoking will be allowed
- No open flames will be allowed
- Electricity is an additional \$10 charge (*limited outlets*)
- Vendor has no right to sublet or sell booths
- Teardown must not begin until 4pm
- City is not responsible for loss, theft or damages
- No refunds – No exceptions

SETUP & PARKING

- Vendors must set-up on Saturday, October 11th
- Vendors may not park on Main Street, 3rd Street, or Mill Street surrounding the Square
- Vendors **MUST** check-in at assigned time at the corner of Main and Mill St. before unloading. You should drive up to the check-in.
- After unloading, please park on Market Street or use the Market Street Parking lot across from the Courthouse Square
- **Note:** Illinois State Sales Tax Collection, reporting and payment of tax is solely the responsibility of the vendor
**The current rate is 6.5%*

Please complete the following and return immediately with your payment. Thank you!

Name: _____ Phone: _____

Address: _____ Email: _____

Booth Name: _____

of 10'x10' Spaces: _____ @ \$35.00 each=\$ _____ Electricity @ \$10.00 each=\$ _____

Requested Space #: _____

* Refer to last year's map for number. Every effort will be made to accommodate these requests; however, they will be filled on a first come first serve basis.

Vendor Type: *please check the appropriate box* Crafter Retailer Vintage Food/Beverage*

Other: *please explain* _____

Items to be sold: _____

How did you hear about this event? _____

Requested Arrival Time: 5:30-6 6-6:30 6:30-7 7-7:30 7:30-8

Please be considerate of your fellow vendors and try to unload in 15 minutes, move your vehicle to one of the designated parking areas and then set up. Other vendors will most likely need to set up where you park to unload.

* **Food/Beverage Vendors PLEASE NOTE:** ALL food/beverage vendors will need prior approval to sell food and beverage items of any kind. Vendor **may or may not be subject** to having a State of Illinois Public Health Certification/Sanitation Certificate to be considered for food/beverage vending. You must describe the items you plan to sell in brief detail to be considered. You will be contacted about which items have been approved and/or disapproved. You may only sell the items that have been approved. Every effort will be made to avoid duplicate items being sold. Please describe below:

The undersigned hereby acknowledges the conditions contained in this notice and will abide by the rules and regulations.

Signed: _____ Date: _____

Questions can be directed to Sarah Deutch at 618.939.8600 ext. 211

Mail this form with payment to:
 Waterloo City Hall
 Attn: Sarah Deutch
 100 West Fourth Street
 Waterloo, IL 62298

Make checks payable to:
City of Waterloo
Pumpkin Fest

For more information:



/WaterlooPumpkinfest