



Vendors:

Thank you for your interest in the Galena Country Fair held October 7 & 8, 2017, in historic Grant Park overlooking Galena, Illinois. The fair runs from 10:00 a.m. until 5:00 p.m. on Saturday and from 10:00 a.m. until 4:00 p.m. on Sunday. Early bird shoppers are in the park by 8:00 a.m.

Galena Country Fair features more than 150 crafters and artists from across the country. Fairgoers and participants enjoy great fair food, family fun, entertainment, children's games, raffles and a silent auction. Visit www.galenacountryfair.com to learn more about the fair or call 815-777-0817. The vendor application and information are on the attached pages. If you would prefer to type the application, an electronic version is available online at www.galenacountryfair.com.

We look forward to hearing from you.

Sincerely,

Galena Country Fair Committee

There are three categories for this event.

JURIED COUNTRY CRAFTS: Example media includes needlework, dried flowers and wreaths, dolls, stuffed animals, quilts, small wood items and baskets.

JURIED CRAFTS: Example media includes stained glass, weaving, woodworking, metalworking, clothing, pottery and jewelry.

JURIED FINE ARTS: Example media includes sculpture, oils, acrylics, batik, watercolors, photography, pen and ink prints and lithographs.

JUDGES CHOICE:

All work entered in the Galena Country Fair must be original and handcrafted. Any exhibitor displaying items that are manufactured may be asked to leave the fair and will not be invited to return.

Only one booth space per exhibitor will be available. No exceptions to booth space provided. Vendors unable to fit into the space provided will be asked to leave and will not be invited back.

Cash prizes will be awarded in each Juried category: first place in each category, \$100.00; second place, \$75.00; third place, \$50.00.

INFORMATION FOR JURIED ARTISTS & CRAFT PERSONS

ALL ITEMS BELOW MUST BE INCLUDED WITH YOUR APPLICATION TO BE ACCEPTED

- 3-5 photos of your work (no slides or copy machine photos). Please put your name on back of photo.
- \$225.00 entry fee in the form of a check or money order payable to Galena Country Fair.
- A large legal-size self-addressed stamped envelope.
- Completed Itinerant Merchant & Itinerant Vendor Application form, plus a **\$25.00** check payable to the City of Galena. Make sure your signature is on this form.
- **Any checks returned by your bank for Non-sufficient Funds (NSF), will immediately disqualify your entry into the Fair.**

Out-of-State or Non-Licensed Illinois Businesses are required to submit a Special Event Tax Collection Report & Payment Coupon (Form IDOR 6-SETR) within ten days of the close of the fair to:

Illinois Dept. of Revenue, Collection Bureau, PO Box 19035, Springfield, IL 62794-9035

This form will be provided by Galena Country Fair in September.

Any questions with regard to this form or submission of the tax should be directed to Rev.SpecialEvents@Illinois.gov or by calling 1-847-294-4475.

Remember application deadline is March 31, 2017.

Check the event website, www.galenacountryfair.com, for answers to vendors' frequently asked questions. If you have further questions, please call: 815-777-0817.

Cancellation fees are nonrefundable after September 1, 2017.

The judges will select vendors during the first few weeks of April. If accepted, you will be notified by April 30. Accepted Vendors - checks will be cashed in April; photos will be returned to you on Country Fair Weekend (they will not be returned with your acceptance letter).

Denied Vendors - photos and checks will be returned in April.

If you are accepted and cancel after August 31st, 2017, your checks will not be refunded.

General Information:

The fair is held rain or shine. There is no rain date or alternate indoor site in case of inclement weather. However, our customers are a hearty and loyal group!

Each entrant is responsible for his/her own display materials and tent.

No vehicles are allowed in Grant Park. Garden tractors with carts will be available for a small fee to the drivers. A loading/unloading zone is reserved for the artists and craftspeople. Free parking is available in the City parking lot as long as you display your parking permit which will be in your registration packet.

There will be security from 7:00 p.m. Friday until 6:00 a.m. Saturday and from 7:00 p.m. Saturday until 6:00 a.m. on Sunday. However, neither the security company nor the sponsor of the fair will be responsible for items lost, stolen or damaged.

NEW - Dogs will be restricted in Grant Park during the hours of Galena Country Fair on October 7 & 8, 2017. Service Dogs for persons with disabilities will be permitted when accompanying their owners.



**GALENA COUNTRY FAIR
VENDOR APPLICATION
OCTOBER 7 & 8, 2017**

NAME _____ BUSINESS Name (if applicable) _____

ADDRESS _____

CITY, STATE, & ZIP CODE _____

PHONE _____ CELL _____

DESCRIPTION OF CRAFT/FINE ART (25 words) _____

License # of car _____ License # of trailer _____

Email Address _____

Enclose 3-5 photos of your work (please put your name on back of photos), a check or money order for \$225.00, payable to the Jo Daviess County Country Fair Charities, Inc. Also, include City of Galena Itinerant Merchant License Form with your signature and \$25.00 check made payable to the City of Galena. Mail all items to: Galena Country Fair, P.O. Box 6394, Galena, IL 61036.

APPLICATION DEADLINE IS MARCH 31, 2017

Please check the category that best fits your product: _____ Fine Arts _____ Crafts _____ Country Crafts

Booth size _____ 10' x 10' deep _____ 10' x 12' wide

If you wish to distribute rack cards, they will be mailed to you. Due to mailing costs the maximum number we can mail is 150. Please indicate how many you would like _____.

PARKING: There will be no permanent parking of trailers or vehicles on Johnson St. for exhibitors.

DONATED ITEM: Each artist/craft person must donate one item worth a minimum of \$20.00 from their booth the weekend of the fair. These items will be used for the Silent Auction to benefit charitable organizations in Jo Daviess County. **Silent Auction donations must be turned in before you will receive your city license. It greatly helps the volunteers if you bring your donated item to vendor check-in.**

I have read and agree with all regulations stated above and will donate an item worth at least \$20.00 for the Silent Auction as part of the fee for participation in the Galena Country Fair.

Signature _____

Date _____