

2017 Benton Fall Festival

Saturday, October 28th from 4-8pm at the Benton Public Square

FEES & BOOTH SPACE SIZE

Craft/Vendor Booth Cost: \$10

Size: 10' x 10'

Booth registration deadline is October 18th, 2017

GENERAL INFORMATION

- Electricity is available. You are responsible for power cables. Earliest postmarked and paid registration will receive preferred location. Generators/portable power supplies must be approved prior to event. Cables and lighting must be approved for outdoor use.
- All tables, chairs, electrical cords and protective coverings must be furnished by the exhibitor. If you are bringing a tent, it needs to be secured to the ground/weighted in case of wind.
- The vendor is required to fill out an "Application for Transient Merchant form- Itinerant Vendor License" for the City of Benton. If you have a year-long permit, a copy must be provided.
- Convenient off-site parking is available to vendors.
- We will try to have an even split of vendors and limit duplicates. Sales tax and income tax reporting are the exhibitor's responsibility.
- The Benton Fall Festival is rain or shine. Vendors are responsible for vending fees and these are non-refundable in case of inclement weather.

LIABILITY & PROOF OF INSURANCE

The City of Benton accepts no responsibility for the loss of property, accidental damage, theft or vandalism.

SET-UP & TEAR-DOWN

- Set-up begins at 1:30pm on Saturday, October 28th. Upon arrival, check in with a member of the Festival Staff at the event registration table. Those with special electrical needs will need to make arrangements beforehand. All set-up needs to be completed by 3:30pm. You have limited unloading time and vehicles must be removed within the allotted timeframe.
- Tear-down can begin at 8pm, and all booths need to be packed and cleared by 10:00pm. NO vehicles are allowed in the festival area until the crowds are clear. Each exhibitor is responsible for setting up, attending to and cleaning up their own exhibit. Vendors who do not clean up their area will be subject to a fee. You are responsible for unloading and loading your vehicles and booths.

RETURN THIS FORM, TRANSIENT MERCHANT FORM (on back) & PAYMENT TO:
'Benton Fall Festival' - City of Benton - PO Box 640, 1403 South Main Street, Benton, IL 62812

Questions: Please call 618-439-6131 ex 407 or 618-438-2121

CITY OF BENTON
APPLICATION FOR TRANSIENT MERCHANT - ITINERANT VENDOR LICENSE

Please print legibly or type

A Transient Merchant-itinerant Vendor License may only be obtained by filing this application with the City Clerk's office no less than 10 business days in advance of the proposed activity.

DEFINITIONS:

- Transient Merchant: A person/business temporarily in the retail sale of goods, wares, or merchandise in this City and who, for the purpose of conducting such business occupies any building, room, vehicle, structure of any kind, vacant lot or parcel of property.
- Itinerant Vendor: A person/business who transports tangible personal proper for retail sale within the City who does not maintain in this City an established office, distribution house, sales house, warehouse, service center, or residence from which such business is conducted.

Name of Business _____

Street Address of Business _____

City _____ State _____ Zip _____

Business Phone _____ Business Fax _____

Location from which Applicant intends to sell _____

Date (s) from which Applicant intends to sell _____

Nature of Business proposed to be conducted. Include the type(s) of goods to be sold and how those goods will be sold (out of a truck, from a stand, etc.) Be Specific.

Describe the Vehicle to be Used (If Applicable)

Make and Model _____ Color _____

License _____ #State _____

List all licenses to conduct business as a transient merchant and/or itinerant vendor obtained within the State of Illinois within the last 12 months: .

Have you ever made a previous application for a transient merchant and/or itinerant vendor license in the City of Benton?

Yes _____ No _____

If yes, was that license approved? If no, what was the reason? _____
