

VENDOR APPLICATION FORM

EVENT INFORMATION

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| EVENT TITLE | | APPLICATION DEADLINE DATE |
| Ye Olde May Fest | | April 30, 2024 |
| EVENT LOCATION NAME | | EVENT DATE(S) & TIMES |
| Billie Limacher Bicentennial Park | | MAY 18, 2024 11:00 AM – 10:00 PM May 19, 2024 11:00 AM – 5:00 PM |
| EVENT ADDRESS | | ACCEPT/REJECT NOTIFICATION DATE (Office use) |
| 201 W Jefferson St, Joliet, IL 60432 | | |
| PHONE | EVENT WEBSTIE | EVENT FACEBOOK PAGE |
| 815-724-3761 | www.BicentennialPark.org | @BLBicentennialPark |
| EVENT POINT OF CONTACT NAME | | EVENT MANAGEMENT POINT OF CONTACT EMAIL |
| Lori Carmine, Manager or Deanna Opsahl, Assistant | | bipark@joliet.gov |

VENDOR INFORMATION

| | | |
|--------------------------------|-----------------------|-----------------------------------|
| COMPANY NAME | | OWNER First and Last Names |
| | | |
| VENDOR ADDRESS | | |
| | | |
| VENDOR PHONE | VENDOR EMAIL | |
| | | |
| VENDOR ID. (Office use) | VENDOR WEBSITE | |
| | | |

SOCIAL LINKS

| | |
|-----------|--|
| FACEBOOK | |
| INSTAGRAM | |
| TIKTOK | |
| ETSY | |
| OTHER | |

EVENT THEME: Renaissance * Old World * Fantasy * Medieval Fair * Shakespeare

We are seeking vendors that fit the theme. Besides appealing to Shakespeare-fans, we're looking to appeal to a wide range of interests and ages. We strongly encourage you to reflect the spirit of the event in your booth's appearance and your personal attire. The more ways you can engage patrons, the better. Consider adding an activity. We will also encourage people to visit your booth by with a scavenger hunt, with clues hidden at each booth.

PRODUCT CATEGORY: Choose up to Three (3) Categories

We are accepting a limited number of vendors in each of the categories below to ensure a diverse offering to our guests. You may apply for up to three categories per application/profile, if accepted you will be notified for which category you have been accepted under. Items in your booth must consist of 80% merchandise in your accepted category.

| | | | |
|--|------------------------------------|--|--------|
| | Antiques/ Vintage Goods | | Other: |
| | Apothecary, Self Care, Bath + Body | | Other: |
| | Candles, Soaps & Scents | | Other: |
| | Clothing, Costumes, & Accessories | | Other: |
| | Gourmet Foods | | Other: |
| | Housewares | | Other: |
| | Jewelry | | Other: |
| | Puzzles & DIY Crafts | | Other: |
| | Toys | | Other: |
| | Upcycled Goods | | Other: |

DESCRIPTION OF YOUR PRODUCT

PRICE RANGE

SUBMIT PICTURES OF YOUR PRODUCT WITH THIS APPLICATION

POSSIBLE ACTIVITY AT YOUR BOOTH

DEPOSIT

If accepted, a refundable deposit of \$30.00 is required. The deposit may be cash or check payable to:

Bicentennial Park

Those that leave before the break down time below will not receive a refund. The deposit will be refunded if you attend both days until the break down times:

7:00 pm on Saturday, May 18, 2024

5:00 pm on Sunday, May 19, 2024

ADDITIONAL COMMENTS / QUESTIONS

EVENT DETAILS:

LOAD-IN

- Enter off Jefferson Street only. Upon entry, we will show you to your spot.
- Load-in and set-up will take place on SATURDAY 5/18/24 and SUNDAY, 5/19/24 starting at 9:00 AM. Vendors will be assigned a specific load in time so that arrival and unloading are orderly and fair. The schedule is designed to handle as many vehicles without gridlock as quickly as possible.
- Load-in instructions and "permit" will be emailed to each vendor. Bring this with you to load-in.
- We ask you to enter with your vehicle ONLY at your specified time and location. Please do not arrive or line up early as we will not be able to accommodate you.
- Unload completely and move your vehicle out; only then, begin to set up your booth.
- Move your vehicle to the parking lot south of Jefferson Street by the bluff.
- Please consider bringing a hand cart for any transport during the event and for breakdown. Vehicles will not be allowed back in until the entire event is over and staff deems it safe for vehicles.

BOOTH INFORMATION

- Every artist must display a one-page artist statement in their booth explaining what the viewer sees, who made it, and how it was produced.
- Booth spaces are 10' x 10'. You may bring a pop-up tent no larger than 10' x 10'.
- Sidewalks must be kept clear.
- Site provides no electricity. Bring your own battery set-up, if needed.
- After all the vendors are confirmed, an event map will be available along with your booth's location.
- We highly encourage your booth's appearance to give the feel of being at old world fair.

LOAD-OUT

- Vehicles will not be allowed back into the park until the event is over, a majority of the patrons have left and the staff has deemed it safe for vehicles. There is no formal system for load out. Cooperate with each other so this goes quickly and smoothly for everyone.
- On Saturday, you may begin breaking down your booth at 7:00 pm, when the play begins on the bandshell. It is important you breakdown quietly, as the event is still in progress. We invite you to stay and watch the show! If you wish to leave between 7:00 – 10:00 pm, you may use your hand cart to transport items to your vehicle south of Jefferson Street. Vehicles will not be allowed into the park until after 10:00 pm and staff allows.
- On Sunday, you may begin breaking down your booth at 5:00 pm, when the event is over. Please do not breakdown before this time, otherwise you forfeit your deposit. Vehicles will be allowed back into the park after the staff has deemed it safe.