

**38th Annual Bagelfest
July 16-20, 2024**

Bagelfest Cares
(Non-Profit Vendors)

Festival Hours: Thur. 5-10 Fri. 1 – 11:00 Sat. 8a.m. – 11:00

**Set up completed by 3 pm on Thursday– No tear down before
11 pm on Saturday.**

Vendor Fees:

Not For Profit Vendors (Coles County only) \$50.00

Applications must be received in the festival office no later than **June 14** in order to allow time for processing. However, this deadline does not insure there will be a space available at that time so please turn your application in as soon as possible.

Proof of Liability insurance, along with payment and completed contract are required and must be submitted to the Tourism Office no later than **June 14.**

To be considered for participating in this year's event, please complete all the information on the following pages. You will be notified in writing if you application has been accepted.

Bagelfest will be held under the beautiful shade trees at Peterson Park. The Park is located one block north of Route 16 on Broadway Avenue from 2nd St. to 6th St. Please use the South gate located on Broadway Avenue at 5th Street. For more detailed directions please call our office at 217-258-6286 or (800) 500-6286.

Please mail the following application to:

Bagelfest
208 N. 19th St.
Mattoon, IL 61938
800-500-6286
Fax: 217-258-6480

If you have any questions, please do not hesitate to give us a call at 217-258-6286 or (800) 500-6286 or e-mail Mindy White at whitem@mattoonillinois.org

2024 Bagelfest Cares Vendor Application

Vendor spaces are 10' x 12' (if your items cannot fit in that size, you must purchase extra spaces). Vendors must provide their own tent, tables, and chairs. Electrical source will be provided, vendors need to supply cords. Bagelfest Committee reserves the right to assign spaces.

Part A: Vendor Information

Organization _____

Contact Person _____

Address _____

City/State/Zip _____

Home Phone(____) _____ Cell Phone(____) _____

E-mail: _____ Fax: _____

For office use only

Date payment received _____

Form of payment: cash, credit, check

Check # _____ Amt. \$ _____

Insurance: YES NO

Part B: Exhibit Information

- You are applying for a Non Profit Booth. Setup is not allowed until approval letter is received.
- Deadline to return the application is June 14 – however, we work on a first come first serve basis and our spots fill up quickly, so you are not guaranteed a spot if you wait until this deadline.**
- Booth size is 1 - 10'X12' space \$50
- State size of unit: _____ wide _____ deep
- Number of 10' x 12' spaces _____ @ \$50 per space = _____
Electrical Needs: Number of 110 _____
- Please Describe in detail the purpose of your booth and what your intend to be selling/offering:

Part C: Miscellaneous

All Applicants are required to submit the following items:

- The Completed and Signed application form
- Payment
- Proof of Insurance
- Photos of your exhibit (optional)

Part D: Rules and Regulations

BOOTH SETUP/REMOVAL: vendor setup is **Wednesday, July 17** or **Thursday, July 18** between the hours of 8:00 am and 3:00 pm. Vendors need to be set up and ready for business by 5:00 pm on Thursday. Tear down for all vendors will not begin until 11:00 pm, **Saturday, July 20**. **For the safety and convenience of our vendors and guests, breakdown prior to 11:00 pm is prohibited. You may either tear down your booth after 11 pm on Saturday July 20, or on the morning of Sunday, July 21. You must be finished with tear down by 3 pm on Sunday, July 20.**

APPROVED VENDORS: Only vendors whose company(s) name has been approved by the festival office can sell/display their products at the festival. Non-Profit booth spaces are limited to Coles County Non-profit agencies only.

SECURITY: Security is not provided for individual booths. The festival will provide security via roving patrol. The festival will not be responsible for losses of any kind.

CLEANUP: It will be the responsibility of each vendor to maintain a clean and presentable booth. Vendors are responsible for the removal of ALL materials, litter and garbage and will deposit those materials in designated disposal sites.

FESTIVAL SCHEDULE: Hours of operation are as follows

Thursday: 5 pm – 10pm

Friday: 1pm –11:00pm*

Saturday: 8 am – 11:00pm*

***Vendors may choose to close their business anytime between the hours of 9 p.m. and 11 pm on either Friday or Saturday evening.** On Saturday, vendors must be open between 10 and 11am.

CUT-OFF DATE: Applications must be received in the Festival Office no later than **June 14** in order time for processing and mailing of acceptance letters.

CHECK-IN: **Upon arrival vendors must check in at the Peterson House** (the Peterson House is the red brick building located on the west side of Peterson Park). Here you will receive your directions and parking passes for entering the festival.

ACCESS AND PARKING FOR FESTIVAL: All vendors will be provided parking passes. All vehicles **must** be removed from the Festival Grounds to the designated vendor parking area by **3:00 pm on Thursday, July 18**. Vehicles will not be permitted in the festival area during activity hours (this includes parking behind or to the side of your tent). Vendors restocking from vendor trucks will need prior approval from the Bagelfest Committee. Not all sites in the festival allow room for said vehicles. If allowed on site, said trucks must remain parked at the assigned vendor parking location and may not be moved to or from vendors selling site during Festival hours. Restocking must be completed by 7:00 am each day of the operating Festival.

CANCELLATION: A refund request must be received in writing by **June 30** and will be subject to a \$25.00 cancellation fee. After **June 30** there will be no refunds or credit for no-shows or one day usage. If your vendor participation is canceled by the City of Mattoon or the Bagelfest Committee there will also be no refunds.

ELECTRICITY: Vendors must indicate on the application if electrical power is required.

MERCHANDISE: At no time shall the vendor display or sell material, which in the sole judgment of the Bagelfest committee is deemed obscene, dangerous, or unlawful. Expressly prohibited are items including but not limited to the following: drug paraphernalia, knives, spears, Japanese stars, sharp items, weapons, or compressed gas tanks. Merchandise must be sold in vendor marked spots only.

INSURANCE: This Bagelfest Committee requires vendors to provide Proof of Liability Insurance. Insurance companies may fax this information to our office at 217-258-6480.

REFRESHMENTS: Small coolers filled with water and/or sodas may be brought to your vendor site (not for resale purposes). Coolers are subject to inspection by the Bagelfest Committee. **NO ALCOHOLIC BEVERAGES ALLOWED FOR CONSUMPTION AT YOUR VENDOR SITE. DRUGS AND ALCOHOL ARE PROHIBITED.**

Please initial each page, sign the original rules and regulations and keep a set for your records.

I have read the rules and regulations pertaining to exhibiting at the 2024 Bagelfest. I understand that I am applying for a Non-profit area of the event and that this application does not automatically allow me to exhibit or sell during the Festival. The City of Mattoon and the Bagelfest Committee reserve the right to interpret the rules and regulations and amend such rules and regulations at its discretion that it might deem appropriate and to enforce compliance with such rules and regulations. Any violation of these rules and regulations and/or failure to comply with the vendor application requirements shall result in immediate forfeiture of all monies deposited and rights to participation in the Festival. I understand that I will be notified by mail as per my acceptance. In consideration of my application, I have fully read and agree to the rules and regulations and I intend to be legally bound for myself, my heirs, executors and administrators, waive, release, and forever discharge any and all rights and claims which I may hereafter accrue to me against the City of Mattoon, or Bagelfest or any of their promoters for any and all injuries suffered.

Signature _____ Date _____

Please send completed vendor application, proof of liability insurance and payment made payable to City of Mattoon – Bagelfest to:
**Bagelfest 2023
City of Mattoon
208 N. 19th St.
Mattoon, IL 61938**