



# Columbia FestiFall

October 1, 2023

1 p.m. – 6 p.m.

## Vendor Application



City of Columbia 208

S. Rapp Ave.

Columbia, IL 62236

### Instructions:

1. For consideration to become a FestiFall vendor, organizations, businesses and individuals must complete the information below and return to the Clerk's Office. All vendors must have physical items for sale. No informational booths allowed. Only one of ea. type of item allowed. **Deadline for all applications is Friday, September 15, 2023.**
2. The non-refundable entry fee of \$35.00 should accompany your application.
3. Each vendor will be assigned an approx. 11'x11' area and each vendor is responsible for setting up/taking down their respective area, providing their own tent (no larger than 10'x10'), tables, chairs, equipment, change, etc.
4. Columbia FestiFall hours are 1–6 pm on Sunday, October 1, at Metter Park located at 206 E. Legion. Set up time begins at 10 am. Details regarding the event/booth locations will be emailed the week of 9/25/23.
5. No parking is permitted in the Metter Park playground parking lot – it is reserved for kids' activities and vendors.
6. All vendors are required to stay open until 6 p.m.
7. All vendor applications are subject to approval by the event committee. Limited space is available.

(PLEASE PRINT)

<b>Organization / Business Name:</b>		<b>Tax ID #</b> (payment coupon will be provided)
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<b>Mailing Address :</b>	
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<b>Booth Chairperson:</b>	
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<b>Chairperson's E-Mail:</b>		<b>Phone:</b>	
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### IMPORTANT & MANDATORY INFORMATION

Please describe **IN DETAIL** the type of items you will be providing (i.e. food, merchandise, games, etc.)

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### Fee/Deposit:

Participation fee is non-refundable. Make checks payable to: City of Columbia

# of 11'x11' Spaces: \_\_\_\_\_ @ \$35.00 each = \$ \_\_\_\_\_;      If necessary, Electricity @ \$10.00 each = \$ \_\_\_\_\_; (not required for inflatables)

Total amount due: \$ \_\_\_\_\_

**Weather is a factor that is out of our control. In the event of inclement weather, this event may be cancelled.**

The undersigned hereby releases, indemnifies and agrees to hold harmless the City of Columbia, Metter Park, participating merchants, civic groups and all affiliates, on account for damages, injury, theft or losses of any kind to the undersigned property, or for personal damages or injury.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

### Mail this form with payment to:

City of Columbia  
Attn: Event Coordinator  
208 S. Rapp Ave.  
Columbia, IL 62236

### Questions? Contact:

Event Coordinator  
618-281-7144