



Columbia, IL FestiFall

Information for Vendors:

- ✘ The show is free to the public and advertised in both local and regional newspapers, online and on social media.
- ✘ Food and drink will be available for purchase
- ✘ No tables or chairs will be provided (bring your own)
- ✘ No smoking
- ✘ No open flames
- ✘ Limited electricity is available for a \$10 fee.
- ✘ Vendor may not sublease or sell booths
- ✘ Teardown may not begin until 6pm.
- ✘ City of Columbia is not responsible for loss, theft or damages
- ✘ No refunds – no exceptions

Setup and Parking:

- ✘ Vendors may setup on Sunday morning beginning at 10am.
- ✘ Kid Zone (Zone B) may begin setup at 11:30 a.m.
- ✘ Vendors must move vehicles **immediately** after unloading.
- ✘ After unloading, please park on the Turner Hall lot. Do not park behind the bandstand or in front of the green Scot Hut.
- ✘ No parking in the Metter Park Playground Parking Lot. This area is reserved for kids' activities and vendors for the Kid's Zone.
- ✘ The rock climbing wall will be situated on the grassy area behind the pavilions this year.
- ✘ Note: Illinois State Sales Tax Collection, reporting and payment of tax, is solely the responsibility of the vendor. (current rate is 7.5%)

Basic Show Information:

- ✘ Sunday, October 1, 2023
- ✘ 1pm – 6pm

🍷 Metter Park, 206 E. Legion, Columbia, IL

VENDOR FAQ

Who can apply?

We accept vendors of all varieties but reserve the right to deny any vendor participation if we feel the products being sold or promoted are inappropriate for our event or if we have already accepted a vendor who is selling/promoting the same product or product lines. No informational booths will be accepted. Space availability is limited.

What size is my space?

Each vendor will be assigned an approximate 11'x11' area.

How do I know where to set up?

A vendor map will be sent via email to the email provided on the vendor application the Friday prior to the event and also posted on the City's website.

Do I need to bring my own table/tent?

Each vendor is responsible for setting up/taking down their respective area, providing their own tent, tables, chairs, equipment, change, extension cords, etc.

What about electricity?

Limited electricity is available costs \$10. If you need electricity, please mark it on the vendor application and every effort will be made to provide electricity for those who absolutely need it. Please bring extension cords.

What if it rains?

Weather is a factor that is out of our control. In the event of inclement weather, the event may be cancelled. Thank you for your cooperation and understanding. There will be no refunds due to inclement weather.

Cancellation

If something comes up and you need to cancel, please let us know right away so we can make room for vendors who may have been denied due to limited space.

Other questions?

Call Columbia City Hall: 618-281-7144