

Rules and Regulations ♦ 34th Railroad Days Street Fair
Saturday, June 25th & Sunday, June 26th, 2011
10:00 a.m. – 4:00 p.m.

Please read both sides, carefully, before signing contract.

1. Payment in full must accompany each signed contract. Applications are not considered received until all contract information is completed and monies received. Fees are non-refundable and/or non-transferable, unless application is not accepted. No telephone contracts will be accepted.

THERE ARE NO DAILY FEES. If accepted, vendors are expected to participate both days of the Street Fair. Failure to comply will result in the loss of priority status and/or preferential location assignment.

2. Applications are recorded upon receipt in the office. Applicants are accepted on a first-come, first-served basis.
3. Exact space location cannot be guaranteed, but every effort will be made to fulfill requests.
4. **All spaces are 15' X 15'** in an open outside area. **Space purchased must accommodate trailer tongue and awning(s).** Because the Street Fair is held outside, be prepared in the event of inclement weather.

Each space will be assigned a number. **Spaces are located downtown, south of Main Street. These streets will be closed to public use from Noon on Friday through 6:00 p.m. on Sunday. Other spaces will be available on South Seminary St. around the Amtrak station.**

5. **Check-in time is on Friday, beginning at Noon until 4:00 p.m., and Saturday, 6:00 a.m. to 10:00 a.m. at the corner of South Kellogg and East Simmons Streets. After checking in, vendors may proceed to their assigned locations and set-up their displays. Do not move to your space until after you have checked in please. Sometimes changes have to be made to vendor locations and you may be asked to move to another location.**
6. The streets having vendor spaces on them will be closed at Noon on Friday to all vehicle traffic. Please unload your display, move your vehicle, and **then** set-up.

Any assigned space not occupied by 10:00 a.m. on Saturday shall be deemed forfeited by the vendor and no refund shall be paid. The Street Fair Coordinator may reassign such space, at his/her discretion, without any obligation to the vendor.

The **streets will be opened to public use Sunday evening at 6:00 p.m.** at which time vendor areas must be clean and in the condition in which they were at the opening of the Street Fair.

7. Prices of all items for sale must be clearly posted at all times.
8. ELECTRICITY:
 - a. Single opening, 125 volts 20 amps receptacle: requires standard 3-prong grounded cord cap (plugs).
 - b. Single opening, 208 volts 30 amps twist-lock: requires a Hubbell 2621 cord cap, which is to be provided by the vendor.
 - c. If you require electrical service not listed, contact our office (309-343-2485) for information.
 - d. The vendor must provide drop cords. A #12 (with ground) is the minimum size extension cord permissible. **HOME EXTENSION CORDS ARE NOT ALLOWED.**
 - e. Extension cords must be taped flat to the sidewalk with duct tape (provided by the vendor) for obvious safety reasons.
 - f. Spot checks will be done to ensure proper use of the electrical system.
 - g. All electric services will be checked, tagged, and monitored. Untagged electric services will be disconnected.
9. Private, portable power sources such as personal generators or batteries are not allowed. Charcoal and propane grills are acceptable.
10. **ACCESS TO WATER** will be provided at a fee of \$10.00 per vendor. Vendors must provide their own hose and, if necessary, a 2-hose adapter.

(continued on reverse side)

11. Bagged **ICE WILL** be available for purchase on site. Further information will be provided at registration.
12. Vendors are responsible for their own display sets (i.e. tables, chairs, etc.). The event organizers provide no equipment or accessories. We also cannot assist in setting up display booths.
13. **No "roaming" vendors** are permitted. Vendors may only sell merchandise or distribute materials in their purchased space. Encroaching on another vendor's space for purposes of selling merchandise or distributing materials will not be tolerated. Violators may be expelled or denied space in future years.
14. All vendors are responsible for set-up and clean up of their own space. There is to be nothing dumped onto the pavement that might cause damage to it (i.e. hot charcoal, grease, solvents, etc.). Vendors must provide a container to hold old grease, charcoal, etc. It is suggested one with a lid for easier disposal.
15. Trash containers will be provided throughout the Street Fair, and vendors are asked to use them at all times to make sure thoroughfares are clean and neat as possible. Excessive littering by a vendor will not be tolerated, and may result in expulsion or denial of space in future years.
16. All vendors are responsible for reporting their sales for the weekend to the State of Illinois, Department of Revenue. The necessary forms will be supplied at the time of check-in, we will be sending a list of all vendors to the State of Illinois following the event.
17. The Street Fair Coordinator reserves the right to move or remove a vendor if it is deemed necessary for the betterment of the total event.
18. The Street Fair Coordinator reserves the right to refuse space to any vendor selling or displaying merchandise not in keeping with the philosophy of this family celebration.
19. Merchandise such as **knives, swords** and any other type of **weapons** are **not allowed**.
20. **No pets or live animals** are allowed at any Railroad Days event. If you commonly travel with a pet, please contact our office for kennel information.
21. **Live animals cannot** be sold or used as prizes.
22. All exhibits must conform to City Fire Regulations, and must observe all rules of safety at all times.

Each space with cooking activity must have a functional fire extinguisher. If frying with grease or grilling foods that generate grease, a 60 B: C fire extinguisher is required. Spaces, which do not use grease or generate grease, may have a five-pound ABC fire extinguisher with a 2A 10 B: C rating. The Fire Prevention Bureau will inspect all spaces.

A person shall not manufacture, store, offer or expose for sale, sell at retail or discharge any fireworks.

23. It is unlawful for any person or persons to operate a temporary food establishment within the County of Knox, State of Illinois, who does not possess a valid permit issued by the Knox County Health Department.

FEES

All Vendors (exception: see nonprofit below):	\$60.00 per space
Electricity:	\$125.00 per 20 amps 125 volts \$225.00 per 30 amps 208 volts
Water:	\$10.00 per vendor
Food Vendor Permit:	\$15.00 (required by City Ordinance if using any heating device)
Food Establishment (temporary) Permit:	\$30.00 (required by Knox County Health Board)

NONPROFIT ORGANIZATIONS DISTRIBUTING/PROVIDING FREE LITERATURE/SERVICE:
(Selling of raffle tickets or fund-raising items not allowed to qualify for reduced nonprofit fee)

\$30.00 per space