



# Vendor Application and Contract - 2024

## Section 1: Business Information

Business Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Number of crew members attending: \_\_\_\_\_ (5 gate passes available per vendor)

Are you applying as (check one):

- Commercial Merchandise Vendor (see Section 2)
- On-site Food Vendor (see Section 3)

## Section 2: Commercial Merchandise

**A. To help plan for variety, please indicate which category below represents your business (select all that apply)**

- |  |  |
|--|--|
| <input type="checkbox"/> Blades or weapons                           | <input type="checkbox"/> T-shirts                |
| <input type="checkbox"/> Jewelry (purchased)                         | <input type="checkbox"/> Celtic heritage items   |
| <input type="checkbox"/> Jewelry (handmade)                          | <input type="checkbox"/> Goods for the home      |
| <input type="checkbox"/> Music (recorded)                            | <input type="checkbox"/> Gifts, Celtic novelties |
| <input type="checkbox"/> Kilts, tartans, sweaters and other textiles | <input type="checkbox"/> Packaged grocery items  |
| <input type="checkbox"/> Other: _____                                |  |

\*\*Please attach photo or link of booth, if available

## **B. Commercial Merchandise Fees**

- |  |  |
|--|--|
| <input type="checkbox"/> 10' x 10' - \$100 | ___ Number of Chairs (\$2.50ea)  |
| <input type="checkbox"/> 10' x 20' - \$200 | ___ Number of Tables - 8' x 30" (\$15.00ea)                                  |
| <input type="checkbox"/> 10' x 30' - \$300 | ___ Electrical Hookup (15amp Max (\$20ea)<br>- electrical cords not provided |



## **C. Special Requirements**

The Illinois Department of Revenue requires that professional merchandise vendors and food concessions have an active Vendor ID. If you are an out of state vendor, you will need a temporary IL Unified Business ID#. Proof of an active or temporary IL Unified Business ID# must be sent to the Games Vendor Manager. The IL Department of Revenue may be reached at 1-800-732-8866 or 217-782-3336.

## **Section 3: On-site Food Vendor**

### **A. Food Type/Booth Size**

Please describe your cuisine type: \_\_\_\_\_

Size of food truck/trailer/tent: \_\_\_\_\_

### **B. Special Requirements**

1. The Illinois Department of Revenue requires that professional merchandise vendors and food concessions have an active Vendor ID. If you are an out of state vendor, you will need a temporary IL Unified Business ID#. Proof of an active or temporary IL Unified Business ID# must be sent to the Games Vendor Manager. The IL Department of Revenue may be reached at 1-800-732-8866 or 1-217-782-3336.

2. The Sangamon County Department of Public Health requires that food concessions have a Sangamon County Health itinerant permit. Any restaurant participating as a vendor who is licensed in Sangamon County must obtain the itinerant permit if they are operating at a remote location (unless the restaurant has a catering license). Food concessions must provide proof of the itinerant permit to the Games Vendor Manager. The Sangamon County Department of Public Health can be reached at 217-535-3100.



## C. Food Vendor Fees

All food vendors will be charged a flat rate of \$150.00

Each space is 30' wide. The vendor is responsible for bringing their own electrical cords and water hoses.

## Section 4: All Vendors

- **Insurance:** The St. Andrew's Society of Central Illinois is required to carry special event liability insurance coverage for the event. As part of this coverage, the insuring agency will require that we obtain certificates of insurance from all professional merchandise vendors and food concessions to verify product liability. All vendors must provide certificates of insurance to the Games Vendor Manager, naming the St. Andrew's Society of Central Illinois and the Sangamon County Fairgrounds as additional insured. The insuring agency will receive a list of all vendors and their insurance certificates.
- **Rules/Regulations:** The Springfield Area Highland Games provides space only. No trailers or motorhomes will be permitted on the grounds, unless the Vendor pays the nightly Camping Fee.
- Changing your booth location after assignments have been made will not be permitted unless approved by the Games Vendor Manager.
- Local police will not provide extraordinary patrols of the event grounds. The St. Andrew's Society of Central Illinois and the Springfield Area Highland Games will not be held responsible for lost, stolen, or damaged goods. All vendors are responsible for securing their own property. The St. Andrew's Society of Central Illinois will have members onsite overnight to assist in ensuring the grounds remain secure.



- All vendors must park their vehicles in their designated parking area after setting up their booth.
- All vendors will receive gate passes, which must be carried at all times. Replacement or additional passes can be provided at an additional cost of \$10.00 each.
- The Springfield Area Highland Games are to be held on Saturday, October 19th from 8:00am-10:00pm. Set-up will commence on Friday, October 18th at 12:00pm. Earlier set up times are available upon request.
- All vendors are responsible for collecting and reporting their own sales tax
- Food concessions must have a current health permit and be prepared for inspection.
- Food preparation boxes, garbage bags, and cardboard boxes must be broken down and taken to the dumpster, not placed in the grounds garbage cans. Each vendor's designated space must be clean by the end of the day.
- Vendors with electrical needs: Electricity will not be provided to your booth until the on-site electrician gives his approval to connect you to the power source. Do not attempt to hook up to the power until you are given clearance to do so. If you hook up to the electricity on your own accord, the St. Andrew's Society of Central Illinois and the Springfield Area Highland Games will not be held responsible for any damage to your equipment. Electrical cords will not be provided.
- Violation of any of the rules and regulations listed above will result in the offending vendor's eviction from the grounds.
- The Springfield Area Highland Games is an all-weather event. There are no refunds.



**Section 5: Application Submission**

- A copy of this completed form must be submitted along with your application to the Games Vendor Manager. Please post a copy at your space on the day of the event and retain a copy of the executed application (once returned) for your records. Please note: any application postmarked beyond the deadline date will not be accepted.
- **Please return this application, supporting documents, and fees no later than Friday, October 4th at 12:00pm to:**  
**Jordan Thomas-Summers, Games Chair**  
 Address: 6245 W. Iles Ave., New Berlin, IL 62670  
 Email: [jordan.lynn.1990@gmail.com](mailto:jordan.lynn.1990@gmail.com) Phone: 217-899-3359  
 \*\* Applications may be mailed or scanned and emailed. An executed copy of the application will be returned to the vendor for their records.
- **All checks are to be made payable to "St. Andrew's Society of Central Illinois" or online payment may be submitted by copying the following link into your web browser: [springfield-area-highland-games---st-andrews-society-of-centra.square.site](http://springfield-area-highland-games---st-andrews-society-of-centra.square.site)**
- Please reach out to the Games Vendor Manager with any questions or comments

***This is a legal contract, which entitles you to display/vend on Saturday, October 19, 2024 from 9:00am - 10:00pm at the Sangamon County Fairgrounds (318 W. Birch St, New Berlin, IL 62670). In return for the use of the space assigned to you by the St. Andrew's Society of Central Illinois, you hereby agree to abide by all rules and regulations stipulated above. In return, the St. Andrew's Society of Central Illinois promises to promote and advertise this event.***

Vendor Full Name, Please Print

Company Name

Vendor Signature & Date

Society President Signature & Date

Games Vendor Manager Signature & Date