

16<sup>th</sup> Annual  
Springfield Area Highland Games  
And  
Celtic Festival  
Vendor Application and Contract



## **Section 1: Business Information**

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

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

Address \_\_\_\_\_

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

Business Phone Number (\_\_\_\_) \_\_\_\_\_

Cell Phone Number (\_\_\_\_) \_\_\_\_\_

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

What size of crew will be accompanying you? \_\_\_\_\_ (for the purpose of gate passes-up to 5)

### **Are you applying as a(n) (check one):**

-Commercial merchandise vendor? \_\_\_\_\_ (continue to section 2)

-On-site food vendor? \_\_\_\_\_ (skip to section 3)

### **Will you be setting up and participating on Friday's pre-party? (check one):**

\_\_\_\_\_ (yes)      \_\_\_\_\_ (no)

## **Section 2: Commercial Merchandise**

A. To help plan for variety, please indicate which category below represents your **primary** business:

- Blades and edged weapons
- Jewelry, commercially purchased
- Jewelry, handmade
- Music, recorded
- Kilts, tartans, sweaters and other traditional textiles
- T-shirts
- Celtic heritage items

- o Goods for the home
- o Gifts, Celtic novelties
- o Packaged grocery, food-stuff items (not prepared on-site)
- o Miscellaneous Assortment: Provide details below:

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- o Other category not represented above:

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**PLEASE SEND PHOTO OF BOOTH OR LINK TO PHOTO, IF AVAILABLE.**

**B. Commercial Merchandise Fees**

10'x10' Space	\$100.00	_____
20'x20' Space	\$200.00	_____
30'x30' Space	\$300.00	_____
Chairs	\$2.50 each	_____ (Number)
Tables - 8' x 30"	\$15.00 each	_____ (Number)
Electrical Hook-up (15 amp MAX)	\$20.00	_____ (Elec. Cords not provided)

**C. Special Requirements**

- a. The Illinois State 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 #. You must provide proof of an active or temporary IL Unified Business ID # to the Games Association. The Department of Revenue may be reached at : 1 800 732-8866 or 1 217 782-3336.

**Section 3: On-Site Food Vendor**

**B. Food Type/Booth Size**

Describe the type of food that you sell: \_\_\_\_\_

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Size of trailer/Food tent: \_\_\_\_\_

### **C. Special Requirements:**

- a. The Illinois State 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 #. You must provide proof of an active or temporary IL Unified Business ID # to the St. Andrews Games Association. The Department of Revenue can be reached at 1 800 732-8866 or 1 217 782-3336.
- b. 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 needs to obtain the itinerant permit because they will be operating at a location other than the restaurant (unless the restaurant has a catering license with the Health Department). Food Concessions must provide proof of a Sangamon County Department of Public Health itinerant permit to the St. Andrew's Society Games Association. The Health Department can be reached at: 217-535-3100.

### **D. Food Vendor Fees:**

Food Vendor Fee:

\_\_\_\_\_ \$300.00 flat fee

Space is 30' wide, you are responsible for bringing your own electrical cords.

## **Section 4: All vendors**

### A. Insurance:

- a. 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 requires that we obtain certificates of insurance from all professional merchandise vendors and food concessions to verify products liability. All food and professional vendors must provide certificates of insurance to the St. Andrew's Society of Central Illinois, naming the St. Andrew's Society of Central Illinois and the Village of Chatham, IL as additional insured. The insuring agency will receive a list of all vendors, along with copies of certificates of insurance.

### B. Rules/Regulations:

- a. The St. Andrew's Society of Central Illinois Games Association provides space only. No

trailers or motor homes will be permitted on the grounds except for food preparation booths as required by the Sangamon County Department of Public Health.

- b. Changing booth location after assignments will not be allowed without permission of the Vendor Chairperson.
- c. Local police will not provide extraordinary patrols of the event grounds. The St. Andrew's Society of Central Illinois and Highland Games organizers cannot be held responsible for loss or damage. Exhibitors/vendors are responsible for securing booth and products.
- d. Each exhibitors/vendors must park their vehicle in the designated parking area after unloading for the day.
- e. Exhibitors/vendors will receive gate passes, which must be carried at all times; replacement provided at a cost of \$5.00.
- f. The Highland Games are to be held Saturday, May 21, 2011. 8:00 a.m.-10:00 p.m. Set-up is on Friday, May 20 between noon and 6:00 p.m., subject to change. Take-down will be allowed Saturday evening after Mass Bands are completed.
- g. Vendors are responsible for collecting and reporting sales tax.
- h. Food concessions must have a current health permit and be ready for inspection.
- i. Each booth must provide a small garbage can, which is to be emptied directly into the dumpster which will be designated on your booth location map. No dumping allowed in grounds garbage cans.
- j. Food preparation boxes, garbage cans and boxes must be broken down and taken to dumpsters, not put in the grounds garbage cans. Clean up of the area at the end of the day is required.
- k. Vendors with power/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 told to do so. If you hook up without permission, the Games Association is not liable for any damage to your equipment. **Electric cords are not provided.**
- l. Violation of any of the above will result in eviction from the grounds.
- m. The Highland Games and Celtic Festival is an all-weather event. There are no refunds.

- C. A copy of this completed form must be submitted with your application to St. Andrew's Society of Central Illinois. Please post a copy at your space the day of the games and retain a copy for your records. Note: Any application postmarked beyond the deadline date will not be accepted.

Return all paperwork and fees by **May 1, 2011** to:

Holly McCaffrey  
1047 Glenway Drive  
Glenarm, Illinois 62536

For questions, contact Holly McCaffrey: (217) 483-3777 or (217) 299-1179 or email [mccaffrey.holly@comcast.net](mailto:mccaffrey.holly@comcast.net)

**All checks are to be made payable to "St. Andrew's Society of Central Illinois"**

**This is a legal contract, which entitles you to display/vend on May 21st, 2011 from 8:00 a.m. to 10:00 p.m. 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.**

_____	_____
Full Name, please print	Company Name
_____	_____
Signature	Date
_____	_____
St. Andrew's Society President	Date
_____	_____
Vendor Chairperson	Date