



Holiday Artisan Market

November 22-24, 2024

Set up completed by 10 am on Friday– Tear down completed by 5 pm Sunday

Vendor Fee: \$50.00

Vendor fee includes:

- 10'x10' assigned space
- 1 table and 2 chairs (additional tables can be brought by artisans but they must fit within the allotted 10'x10' space)

Payment and completed application are required and must be submitted no later than 5 pm on November 8. However, this deadline does not ensure there will be a space available at that time so please turn your application in as soon as possible. **Limited to 40 booth spaces.**

To secure your booth space, please, complete all the information on the following pages. You will be notified by email once your application has been accepted.

The Holiday Artisan Market will be held inside of the Cross County Mall, located at 700 Broadway Ave E E, Mattoon, IL 61938.

Please mail the following application to:

Mattoon Arts Council
Attn: Kara Kieffer
208 N. 19th St.
Mattoon, IL 61938
Fax: 217-258-6480

If you have any questions, please do not hesitate to give us a call at 217-258-6286 or e-mail Kara Kieffer at kkieffer.tourism@gmail.com .

2024 Artisan & Crafts Vendor Application

Vendor spaces are 10' x 10' (if your items cannot fit in that size, you must purchase extra spaces) electrical source is available. Vendors need to supply their own electrical cords, additional tables, and chairs. Mattoon Arts and Tourism reserves the right to assign spaces.

Part A: Vendor Information

Name of Business _____

Contact Person _____

Address _____

City/State/Zip _____

Home Phone(____) _____ Cell Phone(____) _____

E-mail: _____ Fax: _____

For office use only

Date payment received _____

Form of Payment: Cash, Credit, Check

Check # _____ Amt. \$ _____

Insurance: YES NO

Part B: Exhibit Information

⇒ You are applying for an Artisan Booth. Setup is not allowed until approval letter is received.

Please note, to keep our Holiday Artisan Market special, all products must be handmade by the vendor.

⇒ **Deadline to return application and payment is November 8, 2024**

⇒ Booth size is 1 - 10'X10' space for \$50

⇒ Number of 10'x10' spaces needed _____ @ \$50 per space = \$ _____.

⇒ Electrical Needs: Will you require access to electrical? _____

Please note, while electrical is provided it is the vendors responsibility to bring electrical cords.

If you wish to pay by card please call (217) 258-6286

Please Describe in detail the items you wish to exhibit and sell (we use the information you list here to limit the same types of crafts from being placed next to one another - - please be specific and remember all items **MUST** be handmade.)

Part C: Miscellaneous

All Applicants are required to submit the following items:

- ⇒ The Completed and Signed application form.
- ⇒ Payment
- ⇒ Photos of your products (optional)

Part D: Rules and Regulations

BOOTH SETUP/REMOVAL: Vendor setup is **Friday, November 22** and **Saturday, November 23**. Mall doors open at 6:00 am on Friday and Saturday so vendors can come in that early to set up/get ready, if they'd like to. Friday is an optional added day for the market but vendors **MUST** be set up and ready for business by **10:00 am on Saturday**. Vendors are welcome to close their booths on any day that suits them best. However, please ensure that all booths are completely empty and closed by **5:00 pm on Sunday, November 24**.

APPROVED VENDORS: Only vendors who have been notified that their application has been accepted are permitted to sell their products.

CLEANUP: It will be the responsibility of each vendor to maintain a clean and presentable booth. Vendors are responsible for the removal of ALL products and personal items by 5:00 pm on Sunday, November 24.

Holiday Artisan Market Hours of operation are as follows.

Friday 10:00 am – 8:00 pm *optional*

Saturday 10:00 am – 8:00 pm

Sunday 12:00 pm – 5:00 pm

CUT-OFF DATE: Applications must be received in the Tourism and Arts Office no later than **5:00 pm on November 8** to allow time for processing. Please know that we work on a first come basis and our spots fill up quickly and are **limited to 40 booth spaces, so we do not recommend waiting until that deadline**.

Electricity: Vendors must indicate on the application if electrical power is required.

Merchandise: At no time shall the vendor display or sell material, which in the sole judgment of the Arts committee is deemed obscene, dangerous, or unlawful. Expressly prohibited are items including but not limited to the following: drug paraphernalia, knives, spears, Japanese stars, sharp items, weapons, or compressed gas tanks.

Terms and Agreement: I have read the rules and regulations pertaining to exhibiting at the 2024 Holiday Artisan Market. I understand that I am applying as a vendor and that this application does not automatically allow me to exhibit or sell during the market. The City of Mattoon and the Arts Committee reserve the right to interpret the rules and regulations and amend such rules and regulations at its discretion that it might deem appropriate and to enforce compliance with such rules and regulations. Any violation of these rules and regulations and/or failure to comply with the vendor application requirements shall result in immediate forfeiture of all monies deposited and rights to participation in the Market. I understand that I will be notified by email as per my acceptance. In consideration of my application, I have fully read and agree to the rules and regulations and I intend to be legally bound for myself, my heirs, executors and administrators, waive, release, and forever discharge any and all rights and claims which I may hereafter accrue to me against the City of Mattoon, Mattoon Tourism and Arts, Mattoon Arts Council or any of their promoters for any and all injuries suffered.

Release of Liability: I understand that the Cross County Mall, Rural King Real Estate, the Tourism and Arts Department, The Mattoon Arts Council, the City of Mattoon, and anyone else associated with the management and presentation of the Holiday Artisan Market, their members, employees, and agents from all liability related to the Holiday Artisan Market and release from responsibility for damage to property, theft, loss, or personal injury.

By signing below, you acknowledge and agree to all terms and regulations set forth by the City of Mattoon, Mattoon Tourism, and the Mattoon Arts Council. Additionally, by signing this release of liability, you are relieved from the obligation to provide event insurance for the Holiday Artisan Market.

Signature _____ Date _____

Please send completed vendor application and payment made payable to Mattoon Arts Council – to:
Mattoon Arts Council
Attn: Kara Kieffer
City of Mattoon
208 N. 19th St.
Mattoon, IL 61938