

# Carbondale Eclipse Family Fun Zone Vendor Application

We appreciate your interest in being a vendor at the Carbondale Eclipse Family Fun Zone. Our site is the Town Square Pavilion in downtown Carbondale, at the corner of Highway 51 and Route 13. Our venue will be family centered, offering free on-stage entertainment, science-based, hands-on demonstrations, plus a Kids' Midway with games, prizes, an inflatable bouncy house, water slide and more.

Vendors will play an important part at the Family Fun Zone, providing food, drinks, merchandise and activities for families.

The application deadline for vendors is July 17<sup>th</sup>. Please note that submitting an application does not guarantee you a space at the Pavilion as we have a limited number of openings. Applicants will be notified within one week of their application by phone or email about the status of their application. Incomplete applications will not be considered, so please review the submission checklist and be sure your application is complete.

Family Fun Zone hours will be Saturday and Sunday from 11a.m-8p.m and Monday from 10a.m-6p.m. Set-up for the Family Fun Zone can begin starting at 7a.m. Saturday, August 19<sup>th</sup> with tear down no earlier then 6:00p.m. on Monday, August 21, 2017.

Things to consider when submitting your application:

- Vendor space is limited, so apply soon
- Alcohol sales are not allowed
- Water, electrical hook-ups and parking are available, but limited
- You'll need to provide
  - Proof of retail business registration with the State of Illinois
  - Proof of general liability insurance coverage

Please contact us with questions or concerns about any of the items listed above.

Thank you again for your interest in the Carbondale Eclipse Family Fun Zone in Downtown Carbondale. We look forward to receiving your application.

Carolyn Deane  
Dayemi Organization  
(612) 670-5395

Application Date: \_\_\_\_\_

## Carbondale Eclipse Family Fun Zone Vendor Application

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

FEIN Tax ID # \_\_\_\_\_ Business Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_

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

Website/Facebook \_\_\_\_\_

Email \_\_\_\_\_

Applicant Name \_\_\_\_\_

Contact Phone # \_\_\_\_\_

Fax # \_\_\_\_\_

Mailing Address \_\_\_\_\_

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

Email \_\_\_\_\_

### VENDOR RATES

Food vendors will be allocated space on the paved area beside the Pavilion.

Non-food vendor locations will be arranged in 10x10 lots on the grassy area next to the Pavilion. Vendors requiring larger spaces should contact us with their requirements.

	Food Vendors	Non-food Vendors	Educational
Total Fee for Sat, Sun & Mon	\$550	\$275	\$125

All vendors are responsible to submit an inventory product listing or menu with prices prior to set-up in the marketplace. It is the law that vendors report and submit sales tax for products sold in the marketplace.

RENTALS, ELECTRICITY, WATER and PARKING

The Family Fun Zone has a limited number of tents, tables, and chairs available for those looking to rent. Check if interested in renting the following.

- 10x10 Tent = \$50 per day
- 8ft table w/2 chairs= \$25 per day

Each vendor will be allocated a parking space. If you need additional space, we can provide it either on-site or within two blocks. **Check if you'll need more than one parking space:**

- How much additional space do you need for your vehicle(s)? \_\_\_\_\_

Water and electricity is limited but, if available, is included in the daily fee. Check if you'll need water or electricity:

- Water – Note: Water is non-potable and you provide your own water hose.
- Electricity – Note: Extension cords, power strips, etc are not provided.

INSURANCE INFORMATION

All vendors must provide proof of liability insurance and Illinois business registration prior to vending at the Family Fun Zone. Policy minimum is \$300,000 for non-food, \$1,000,000 for food.

Insurance provider: \_\_\_\_\_ Policy number: \_\_\_\_\_

Expiration:\_\_\_\_\_ \*Please attach a copy of your policy or your certificate of insurance with this application packet \*

SIGNATURE OF UNDERSTANDING

I have read and agree to follow all Carbondale Eclipse Family Fun Zone policies. I understand that failure to abide by the Family Fun Zone policies may result in the loss of vendor privileges. As a participant in the Carbondale Eclipse Family Fun Zone, I also agree to assume the full risk of all damages and or injuries that result from the above-mentioned vending opportunities. All items being sold comply with all state and federal rules.

Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_

Printed name of applicant \_\_\_\_\_

Mail Application To:

Carolyn Deane, Dayemi Organization  
100 E. Jackson Street, Suite 100, Carbondale, IL 62901  
\*Note: Check or money order made out to: Dayemi Organization

Application Date: \_\_\_\_\_

APPLICATION CHECK LIST\*

- Completed application package
- 📎 A copy of your certificate of liability insurance
- 📎 A copy of ALL certifications, licenses, permits, etc. related to your merchandise/booth
- 📎 Menu/ detailed list of food or products for sale

\*Incomplete applications will not be accepted \*

To help us promote your business, please also include:

- 📎 A short, one paragraph bio about your business, logo, a photo or short video, and any links to personal website for the webpage. 📎
- 📎 Photos of any artisan craft goods for sale