

5TH ANNUAL MUSEFEST

JUNE 1ST 2019 10A.M.-4P.M.

Historic Downtown Charleston Illinois



LIVE. WORK. ADVOCATE.

CTF ILLINOIS

www.CTFillinois.org



Vendor Application

Application & Payments Due by May 18, 2019

Name: _____ Title: _____
Business Name: _____
Phone: _____ Email: _____
Address: _____
City: _____ Zip Code: _____
Signature: _____ Date: _____

Booth Information

Arts & Crafts vendors please check Box

Food vendors please check Box

Coles County Health Department Permit

- All companies/organizations applying for a food booth must submit an application to the Health department and to the Musefest Committee
- Applications must be received in Coles County Health Department office no later (Due Date), in order to allow time for processing. The Health Department will not accept applications received after this date. Health Department 348-0530
 - Vendors may NOT set up at Musefest without a health permit.

INSURANCE: The City of Charleston /Musefest Festival requires food vendors to provide Proof of Liability Insurance. Insurance companies may fax this

Non-Profit vendors please check Box

All non-profit booths are waved of the \$40 vendor fee, but must have an arts demonstration or free arts activity available. The Musefest committee may provide activity suggestions if needed. All booths will be considered by the Musefest committee.

Non-profit booths must remain informational. Sales of goods not allowed.

{Non-profits interested in food sales must apply as Food Vendors.}

PolITICAL or Religious Non-profit booths will not be permitted.

A non-profit vendor is a vendor that plans to participate in Musefest as a method to market its organization. The vendor must be a 501(c)3 organization – and be prepared to bring a copy of its status, should the organization be asked. Exceptions for the 501(c)3 status will be made if evidence is provided that the organization has an ample history of charitable work in the Coles County area. Non-profit vendors may give away items or sell items if used as a fundraiser for the organization.

Musefest reserves the right to deny the sale or give-away of any particular item or service. In such an instance, the vendor will be contacted to discuss alternatives. Vendors can only disseminate: name of their organization, location/address, regular business hours, information (name of events, dates, times, locations) about their upcoming events. Anything else is not permitted. A confirmation of all approved items/services will be provided, along with notice of acceptance prior to the event.

Vendor Information

- All applications and payments must be in by May 18,2019 to participate in Musefest.
- Se-up starts at 8:30am - 10am. All vehicles must be off the street by 10am. Musefest begins at 10am.
- Tear down starts at 4pm. Please do not begin tear fown until 4pm. or you may not be approved to participate at Musefest the following year.
- Street re-opens to vehicle traffic at 5pm. Vendors who impede street re-opening may be fines.
- Only handcrafted/original or unique art and products are permitted. Commercial and/or imported items are not permitted.
- NO fireworks, pornographic material, knives, firearms or ammunition is to be sold.
- This is an outdoor event and will be held rain or shine. Vendors will be responsible for shelters. (Ez-ups or tents)
- Musefest reserves the right to refuse any application.
- Musefest reserves the right to close any booth not adhering to these regulations.
- CTF Illinois will provide no insurance. Insurance, if any, must be placed and paid for by the exhibitor. I hereby relieve the sponsors, staff, and city of all responsibility for the safe keeping of property while said properties are at Musefest.
- The City of Charleston, CTF Illinois "Musefest" promoters and staff will not be responsible for any injury of loss that may arise of come to the exhibitor, or his employee(s), or his goods, for any reason whatsoever while Muesfest premises are being occupied under this agreement.

10 x 10 Booth Space- \$40

Vendors are responsible to provide their own table, chair(s), back drop, sides, roof, etc. All vendor fees are non-refundable. Please list the type of items you are selling (NO FIREWORKS, PORNOGRAPHIC MATERIAL, KNIVES, FIREARMS OR AMMUNITION IS TO BE SOLD) Electrical outlets are limited and reserved for food vendors :

Payment Options **

CTF Illinois
 Attn:Amanda Honn
 702 Jackson Ave.
 Charleston Il 61920

** Please make all checks/ money orders payable to CTF Illinois

For Credit Card or Paypal:

Please visit www.ctfillinois.org
 Click the "Donate Now" Button
 Click "Donate" again
 In "Special Instructions to seller" please write
 Attn: Musefest and your Name.

CTF Illinois is a tax-exempt non-profit organization under Section 501c (3) of the Internal Revenue Code and contribution is fully tax-deductible to the extent of the Law. Thank you for your support in helping CTF carry on our mission to develop and create opportunities for individuals with disabilities that will support & inspire independence.(Tax identification number is available upon request.)

LIABILITY RELEASE

In consideration of having the opportunity to participate in the "MuseFest", I hereby release and forever discharge CTF Illinois, the city of Charleston and each of their respective officers, directors, elected officials, employees, contractors, agents and volunteers (collectively, "Releasees") from any responsibility, personal liability, claims, loss or damage arising out of or in conjunction with my vendor application to or participation in the "MuseFest". Releasees are not responsible for any injury sustained by vendors, exhibitors or guests while within the space designated for exhibits. Further, I understand that I store my art at my own risk without exception or limitation.

My signature below indicates acceptance of all conditions and rules of this vendor application form, including the above stated Liability Release. An application form without signature will not be accepted. I have enclosed all the necessary information, payments and signature on the vendor application to participate in the "MuseFest".

Signature _____ Date _____