

# VENDOR APPLICATION

24<sup>th</sup> ANNUAL

EAST ALTON SOAP BOX FESTIVAL

SATURDAY, SEPTEMBER 9, 2017

(Rain Date: Sunday, September 10th)



ORGANIZATION  
NAME \_\_\_\_\_

FEE FOR: NON-PROFIT (FREE)  
PERSONAL PROFIT (\$5.00)

CONTACT PERSON \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

PHONE (DAYTIME) \_\_\_\_\_ (EVENING) \_\_\_\_\_

**We will supply 1 (8ft) table and 2 chairs, if needed, while supplies last to approved vendors. You may bring other tables and chairs to fit your needs.**

\_\_\_\_\_ I will supply my own table and chairs

\_\_\_\_\_ I will need (please check) \_\_\_\_\_ 1 Table; \_\_\_\_\_ 1 chair or \_\_\_\_\_ 2 chairs

**\*\* Please check appropriate box**

Activity Booth

Food Booth

Product Providing/Selling Booth

Specify what your booth will be providing to sell or passing out: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**\*\*APPLICATION DEADLINE: Friday, August 25, 2017\*\***  
**(\$5 additional late fee for all applications submitted after deadline)**

Please fill out and return to:  
EAST ALTON PARKS AND RECREATION DEPARTMENT  
615 THIRD STREET  
EAST ALTON, IL 62024  
(618) 259-7411

Vendors may start setting up  
their booth area at 7:00am  
and tear down after 3:00pm  
or following last race.



**We do not supply electricity.**

**SORRY, NO GENERATORS**

OFFICE USE ONLY

Fee Paid \$ \_\_\_\_\_

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

Approved: \_\_\_\_\_

Initial: \_\_\_\_\_

## Soap Box Festival Waiver

I, \_\_\_\_\_, who resides at  
\_\_\_\_\_, take full  
responsibility for all services and products that the vendor booth provides to customers at  
the Soap Box Festival located at the 600 block of Berkshire Boulevard, East Alton, IL.

I also hereby consent to not hold the named associates, the East Alton Parks & Recreation  
Department, Village of East Alton, and/or any sponsor, volunteer, and/or employee for  
any legal liability during the Soap Box Festival which is to be held on September 9,  
2017; with a rain date set for September 10, 2017.

NOTARY

Vendor Booth Participate Name

\_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

Notary Seal

# Vendor Booth Guidelines

Welcome to the 2017 East Alton 'Soap Box Festival.' We are looking forward to yet another successful year of fun and excitement. We would also like to thank you for being one of our vendors for the 'Soap Box' and wish you a successful day as well. Listed below is important information and guidelines to help make your set-up as easy as possible.

1. **You will be assigned an area for your booth.** All booths are located on the parking lot of Berkshire Blvd. and Tomlinson St. When you arrive, you may **check in at the East Alton Parks & Recreation Booth**, where you will be directed to your location. A chair will be set at your designated area with the vendor's name on it to help locate booth space. If you have reserved tables and chairs, they will be at your booth or given to you when you arrive.
2. You may **set your booth** up as early as 7:00am.
3. You may pull your car in just to set up the booth, but not to park. However, **after 8:30am the vendor area will be closed** and **no** vehicles will be allowed to enter in. At this point, you will have to carry in your supplies.
4. **You may park** along Cardot St and the open lot which is located behind the Wilshire building on Main St.
5. Remember to **keep trash all picked up** and disposed in proper trash cans that are located through the event. Make sure that large amounts of trash are taken to the dumpster.
6. You may want to **bring a tent cover or canopy for shelter** over your booth.
7. **No alcohol is permitted.** This is a Youth Alcohol Free Event.
8. **If you HAVE NOT turned in the Waiver Release Form, please do so at this time**, and return to the East Alton Parks and Recreation Department at 615 3<sup>rd</sup> Street, East Alton, IL 62024.

Thank You,

*East Alton Parks & Recreation Department*