



## Vendor Information

### GENERAL INFORMATION

Date: Saturday, October 12, 2024  
Time: 9am–4pm (Last event starts at 3:30 pm)  
Location: Historic Monroe County Courthouse Courtyard (Outdoors)  
100 South Main Street, Waterloo, IL  
Costs: Earlybird Registration: \$35.00 per 10' x 10' space  
After 9/27 Registration: \$45.00 per 10' x 10' space  
Electricity: \$10.00 per 10' x 10' space

- The event is free to the public and advertised in both local and regional newspapers & online
- Food and drink will be available for purchase
- No tables or chairs will be provided (*bring your own*)
- No smoking will be allowed
- No open flames will be allowed
- Electricity is an additional \$10 charge (*limited outlets honored first come first serve*)
- Vendor has no right to sublet or sell booths
- **Teardown must not begin until 4pm**
- City is not responsible for loss, theft or damages
- No refunds – No exceptions
- This is a family friendly event – items of adult content are prohibited

### SETUP & PARKING

- Vendors must set-up between 6:30-8:30am on Saturday, October 12<sup>th</sup>
- Vendors may not park on Main Street, 3<sup>rd</sup> Street, or Mill Street surrounding the Square
- Vendors MUST check-in at the intersection of Mill and Church St. before unloading. You should *drive* up to the check-in.
- ***Please be considerate of your fellow vendors and try to unload in 15 minutes, move your vehicle to one of the designated parking areas and then set up. Other vendors will most likely need to set up where you park to unload.***
- Note: Illinois State Sales Tax Collection, reporting and payment of tax is solely the responsibility of the vendor. A Special Event Tax Reporting Form will be provided to you.  
\*The current rate is 7.5%

***Please complete the following page and return immediately  
with your payment. Thank you!***



## Vendor Registration Form

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Booth Name: \_\_\_\_\_

# of 10'x10' Spaces: \_\_\_\_\_ @ \$35.00 each=\$ \_\_\_\_\_ Electricity @ \$10.00 each=\$ \_\_\_\_\_  
(**\$45.00 if after 9/27**)

Requested Space #: \_\_\_\_\_  
Refer to map online at [www.waterloo.il.us/pumpkinfest](http://www.waterloo.il.us/pumpkinfest) for number. Every effort will be made to accommodate these requests; however, they will be filled on a **first come first serve basis**.

Vendor Type: please check the appropriate box  Crafter  Retailer  Food/Beverage\*

Other: please explain \_\_\_\_\_

Items to be sold: \_\_\_\_\_

How did you hear about this event? \_\_\_\_\_

\* **Food/Beverage Vendors PLEASE NOTE:** ALL food/beverage vendors will need prior approval to sell food and beverage items of any kind. Vendor **may or may not be subject** to having a State of Illinois Public Health Certification/Sanitation Certificate to be considered for food/beverage vending. You must describe the items you plan to sell in brief detail to be considered. You will be contacted about which items have been approved and/or disapproved. You may only sell the items that have been approved. Every effort will be made to avoid duplicate items being sold. Please describe below:

- Liability Waiver:** (Check One)  I have attached a certificate of insurance with limits not less than \$1,000,000 listing the City of Waterloo as additional insured.
- I understand and agree that the City of Waterloo is not responsible for fire, loss, theft or damage to my personal, business or display items. I do hereby take action for myself and forever release, waive, and agree to hold harmless the City of Waterloo, its directors, officers, employees, volunteers and agents from all liability and/or property damage incurred in association with and/or resulting from participation in the PumpkinFest Fall Festival, held on Saturday, October 12, 2024.

The undersigned hereby acknowledges the conditions contained in this notice and will abide by the rules and regulations.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Questions can be directed to Sarah Deutch at 618.939.8600 ext. 211 or [sdeutch@waterloo.il.us](mailto:sdeutch@waterloo.il.us)

Mail this form with payment to:

Waterloo City Hall  
Attn: Sarah Deutch  
100 West Fourth Street  
Waterloo, IL 62298

Make checks payable to:  
**City of Waterloo**  
**Pumpkin Fest**

For more information:



/WaterlooPumpkinfest

or [www.waterloo.il.us/Pumpkinfest](http://www.waterloo.il.us/Pumpkinfest)