

# Macoupin County Historical Society

## Fall Festival Vendor Contract

September 20 & 21, 2025

### 1. Festival Details

- Location: MCHS grounds, 920 W. Breckenridge St, Carlinville, IL 62626
- Dates: Saturday & Sunday, September 20 & 21, 2025
- Times of Operation: 9 am – 4 pm
- Contact: Patty Ambrose      Phone: 217.494.6087      Email: Patty.mchs@gmail.com

### 2. Booth Information & Restrictions

- \$50 for a 10' deep x 14' across grass space
- Vendor coordinator will assign booth space – special requests will be considered
- No electricity, water, tent, tables, chairs, awning, etc.
- Check-in: Front drive BEFORE setup. **All vehicles MUST be moved from vendor space by 8:30 am**
- Setup: Friday – Noon—6 pm, Saturday – 6:30—8:30 am
- Breakdown: Sunday – 4 pm (Festival must be closed to avoid walkway/traffic congestion)
- Any food sales must have a *Cottage Industry Certificate* posted in booth, a copy of which **MUST** be sent to the vendor coordinator prior to festival for approval, and food must be prepackaged.
- MCHS reserves the right to deny access to grounds and any vendor whose exhibited goods are not in harmony with the purpose of the festival.
- **NO WEAPONS OF ANY KIND** – no guns, swords, knives with a blade longer than 6" without vendor coordinator approval
- **NO POLITICAL OR DEVISIVE MATERIAL OF ANY KIND**
- **NO RAIN DATE:** the festival will be held regardless of weather conditions

### 3. Vendor Responsibilities

- Tent, table, chairs, products, etc. MUST stay within booth space allocation or pay additional space fee/s.
- The vendor shall maintain their booth in a neat and tidy manner throughout the festival
- The vendor must comply with all local, state, and federal laws and regulations pertaining to their business operations
- The vendor shall not sell or distribute any prohibited items as determined by the organizer

### 4. Cancellation & Refunds

- No refunds unless festival is cancelled by MCHS

### 5. Payment

- Complete and return Vendor Payment Voucher – attached
- Fee is \$50 per space – multiple adjacent spaces available
- Make check payable to MCHS
- **Return voucher and check to:**  
    **Patty Ambrose**  
    **269 N East St**  
    **Carlinville IL 62626**