

EDWARDSVILLE'S WINTER MARKET AND FESTIVAL

Vendor Application

December 6, 2025

Noon to 5 p.m.

Application due by Friday, November 21

Edwardsville's Winter Market Festival will take place in City Park (101 S Buchanan Street). As people shop around the market we will also offer some other kids activities, phot-ops, entertainment throughout the afternoon, ending with our 5th annual tree lighting ceremony.

Name (First and Last): _____

Business Name: _____

Address: _____ City/State/Zip: _____

Phone: _____ E-Mail: _____

We will be creating a list of all of the vendors attending this year's market that will go on the city website and social media pages. We like to link all vendors' website/social media pages if we can. It is a great opportunity to give local vendors more exposure and a good way for people to see what items are being sold at the market.

Website: _____ Social Media _____

Please list the items you *intend* to sell. No items may be added without the approval of the Edwardsville Parks Department. This will help us market and help us to not put you near someone with similar items:

- | | | | | |
|-----------------------------------|---|---|------------------------------------|---|
| <input type="checkbox"/> Jewelry | <input type="checkbox"/> Bath & Beauty | <input type="checkbox"/> Candles | <input type="checkbox"/> Pottery | <input type="checkbox"/> Woodworking |
| <input type="checkbox"/> Clothing | <input type="checkbox"/> Children's Items | <input type="checkbox"/> Holiday Crafts | <input type="checkbox"/> Pet Items | <input type="checkbox"/> Food (Explain Below) |

Other: _____

Do you provide Direct Sales for a Company? We approve one representative per direct sales company based on a first-come basis.

Yes. I sell _____

FOOD VENDORS: Please provide copies of all documents applicable to your consumer items (you should have at least one):

- | | |
|--|---|
| <input type="checkbox"/> Food Service Sanitation Permit
Permit # _____ | County: _____
Expiration Date: _____ |
| <input type="checkbox"/> Cottage Kitchen Permit
Permit # _____ | County: _____
Expiration Date: _____ |
| <input type="checkbox"/> IDPH Inspected Facility (State)
Facility Name & Location _____ | Certification # _____ |
| <input type="checkbox"/> Certified Egg Producer | Certification # _____ |

Meat Broker's License Certification # _____
Meat Processing Name & Location _____
 Certified Dairy Producer Certification # _____

New Vendor? Yes No If yes, please provide three photos and an explanation of the nature and quality of your sale items. One photo **must** be of your display. Photos can be mailed or e-mailed to gpellock@cityofedwardsville.com

Fees - Check all that apply

- 10' x 10' space (Booth Space) \$30
- 10' x 15' space (Trailer Space) \$50
- Additional 10' x 10' space \$25
- Electricity Fee \$10*

Total Due: \$ _____

Applications and payment must be received by Noon, Friday, November 21, 2025.



Make your check payable to City of Edwardsville
Mail application and payment to: City of Edwardsville
Attn: Winter Market Festival
118 Hillsboro Ave.
PO Box 407
Edwardsville, IL 62025

For any additional information please contact the Parks Office by e-mail at gpellock@cityofedwardsville.com or by phone at 618-692-7539.

Winter Market Festival - Rules and Regulations

Edwardsville's Winter Market will be conducted in accordance with the attached rules and regulations. The Edwardsville Parks and Recreation Department will review all applications and contact you if approved. The undersigned vendor has read the rules and regulations and agrees to abide by its requirements.

By signing below, you agree to the rules and regulations down below.

SIGNATURE _____ DATE _____

Anything you would like for us to be aware of?

Winter Market and Festival Rule and Regulations 2025

DATE: December 6, 2025 from Noon to 5 p.m.

LOCATION: City Park (101 S Buchanan Street)

APPLICATION DEADLINE: Friday, November 21 at Noon

SPOTS WILL BE ASSIGNED AND EMAILED BY FRIDAY, NOVEMBER 28.

SET-UP AND BREAKDOWN

- **Set-up is between 8 and 11:30 a.m..** We will be assigning set up times dependent on where you are located in the park.
- Unload as quickly as possible and then park your vehicle. Please wait to set up your tent and arrange your booth until your vehicle is out of the way.
- Leave the closer street parking spots for customers. *Do not park in the CVS parking lot. We want to keep that open for store customers.*
- Keep your booth set up until 5 p.m..
- Pick up trash from your booth and surrounding areas.

LOGISTICS

- Vendors must provide their own display, tables, chairs and equipment. Booths must be staffed for the entire market.
- Limited power is available. Vendors requiring electrical power must identify so on their application indicating 110V or 220V and the Amps needed. Each vendor must supply her/his own lead lines to reach outlets.

VENDOR STIPULATIONS

- Booths will be non-competing. (Ex. We will only allow one vendor to sell “Thirty-One”.) However we might have a few multiple of a type of vendor, but will not be near each other.
- Vendor types will be limited to produce, baked goods, artisans, crafters, unique gifts, and boutique products.
- **Vendors must follow all state and county regulations (expected licensure and permits).**
- **Each vendor is responsible to report and pay their Illinois Sales Tax.**

REFUNDS AND CANCELLATION

- All fees are nonrefundable after the registration deadline.
- In the event of extreme cold or inclement weather to the point where the roads are unsafe in Edwardsville, registration fees will be refunded. An e-mail would be sent out notifying you of the cancellation and a cancellation will be posted on social media pages (Edwardsville Parks and Recreation). Notification will go out no later than 6 AM the day of the market. This decision would be made by the Edwardsville Parks and Recreation Staff.

QUESTIONS? Contact the Parks Office by e-mail at gpellock@cityofedwardsville.com or by phone at 618-692-7539.