

GOURMET MARKETPLACE

VENDOR APPLICATION

SEPTEMBER 15 & 16, 2012

RAM GREENWICH VILLAGE ART FAIR

IMPORTANT DATES / DEADLINES

May 31 / Postmark Date

Application and Fees due in order to meet publication deadlines

August 1 / Postmark Date

Winnebago County Health Department Permit & Fees

September 15 & 16, 2012

Saturday / 10am – 6pm

Sunday / 10am – 5pm

ABOUT GVAF

The Rockford Art Museum Greenwich Village Art Fair is one of the oldest, continuous outdoor art fairs in the Midwest and combines juried artists with family-friendly children's activities, live music, and an atmosphere that brings the community together in a vibrant and art-filled setting. More than 120 artists are juried into the show in categories of 3-D Functional, 3-D Non-Functional, 2-D Medium, Jewelry, Photography, and Painting. Awards totaling \$4,500 are presented to Best of Show, Judges Choice, and Honorable Mention. Local business and individual art collectors pledge more than \$10,000 in purchase awards.

The event takes place in Rockford, the third largest city in the State of Illinois, on smooth, level pavement at Riverfront Museum Park (which houses RAM) and is always held on the second weekend after Labor Day.

RULES AND ELIGIBILITY

- This is a rain or shine event, held regardless of weather.
- Vendors must check in **no later than 8 am** on the Saturday of the event; otherwise this will be considered a "NO-SHOW" and the space will be given to waitlisted vendors who are present.
- Vendors must provide their own tent, tables, and chairs.
- Smoking is **NOT** permitted within the defined area of the GVAF or respective booth spaces.
- Vendors booths must be staffed during **all** hours of event operation. **No** early tear down is permitted.
- The RAM Greenwich Village Art Fair reserves the right to reject or relocate any and all vendors.
- Rockford Art Museum, Riverfront Museum Park, or Rockford Park District will not be held responsible for property loss or damage.
- Vendors selling food items must provide proof of liability insurance listing as additional insured the Rockford Art Museum, Riverfront Museum Park, and Rockford Park District, 711 North Main Street, Rockford, IL 61103.

WINNEBAGO COUNTY HEALTH DEPARTMENT

Sampling and sale of food items requires a Winnebago County Health Department Temporary Food Permit. Appropriate forms will be sent to vendors upon receipt of a completed vendor application and applicable fees. Fees for filing of the required permit application are the responsibility of the vendor. **All WCHD Permits and fees should be mailed to GVAF/ROCKFORD ART MUSEUM, 711 N. Main St., Rockford, IL 61103, no later than August 1.** Payments for application fees should be made payable to Winnebago County Health Department.

VENDOR FEES AND SET UP

Non-refundable display fees due upon application

The standard booth location fee is \$150 and accommodates tents of 10' x 10' with walk around space and rear storage. Limited double booth spaces are available at double the standard fee. Additional surcharges apply to vendors who sell approved unpackaged food items or beverages intended for consumption during the event. The event strives for a non-competitive atmosphere. Booths are assigned in order of show seniority followed by product needed for a given location.

Vendors are required to furnish their own white, fire retardant, 10' x 10' tent with canopy, sides, and pole weights. The tent and all products must be displayed within the clearly defined limits of the designated space with the front of the tent at the outermost edge.

Vendors should come prepared with tables and/or chairs or pre-order from the event upon application, table coverings for all tables, all required Health Department supplies, and ample bank. Be certain to have change and small bills each day as the Art Fair will not be able to assist you with change.

GOURMET MARKETPLACE APPLICATION

ROCKFORD ART MUSEUM GREENWICH VILLAGE ART FAIR | SEPT 15 & 16, 2012

Name _____ Check # _____ Amount \$ _____

Address _____

City / State / ZIP _____

Phone _____ Cell Phone _____

Email _____

State Tax ID or Social Security Number _____

Description of items being sold _____

Describe items being provided as samples _____

(Samples must be available unless you are a food service selling unpackaged items intended for immediate consumption)

Signature(s) _____ Date _____

APPLICATION FEES

Vendor space | \$150

GVAF Permit to sell unpackaged foods intended for consumption | \$100

Tent rental | \$250

Electrical drops | \$25 each, please describe use _____

WCHD Supplies (3 buckets, paper towels) | \$10

Banquet tables | \$20 each (no.) _____ X \$20

Folding chairs | \$5 each (no.) _____ X \$5

WCHD Permit application | \$50

SEND APPLICATION AND FEES TO:

Rockford Art Museum, Greenwich Village Art Fair
711 North Main Street, Rockford, IL 61103

All applications **must be postmarked by May 30th.**

No certified or registered mail accepted.

For more information call Nancy at 815-972-2870 or visit

www.rockfordartmuseum.org

CHECK-IN

Check-in/set up is permitted 12 pm – 7 pm on Friday and 6 am – 9 am on Saturday. All vehicles must be removed from the event area by 9 am and parked in designated vendor parking.

SALES/AMENITIES

All proceeds benefit the vendor. Vendors are responsible by law to pay applicable city, state, and federal taxes. Special attention to vendors needs is a priority of the RAM Greenwich Village Art Fair. Amenities, including a relaxation area and booth sitters, will be provided. A pizza party is held on the Friday evening of set-up and an Artist Awards Breakfast is held on Sunday morning.