



# Arts in the Park

June 9, 2024

11 a.m. – 6 p.m.

## Vendor Application



City of Columbia  
208 S. Rapp Ave.  
Columbia, IL 62236

### Instructions:

1. For consideration to become an Arts in the Park vendor, organizations, businesses and individuals must complete the information below and return to the Clerk's Office. All vendors must have physical handmade, painted, sculpted, sketched, woodworking, basket weaving, ceramics, jewelry or original photography items for sale. No informational booths allowed. **Deadline for all applications is Friday, May 24, 2024.**
2. The non-refundable entry fee of \$35.00 should accompany your application.
3. Each vendor will be assigned an approx. 11'x11' area and each vendor is responsible for setting up/taking down their respective area, providing their own tent (no larger than 10'x10'), tables, chairs, equipment, change, etc.
4. Columbia Arts in the Park hours are 11–6 pm on Sunday, June 9, 2024, at Metter Park located at 206 E. Legion. Set up time begins at 8 am. Details regarding the event/booth locations will be emailed the week of 5/27/24.
5. No parking is permitted in the Metter Park playground parking lot.
6. All vendors are required to stay open until 6:00 p.m.
7. All vendor applications are subject to approval by the event committee. Limited space is available.

<b>Organization / Business Name:</b>		<b>Tax ID #</b> (payment coupon will be provided)
<b>Mailing Address :</b>		
<b>Booth Chairperson:</b>		
<b>Chairperson's E-Mail:</b>		<b>Phone:</b>

### IMPORTANT & MANDATORY INFORMATION

Please describe **IN DETAIL** the type of items you will be providing (sculpture, paintings, woodworking, etc.)

### Fee/Deposit:

Participation fee is non-refundable. Make checks payable to: City of Columbia

# of 11'x11' Spaces: \_\_\_\_\_ @ \$35.00 each = \$ \_\_\_\_\_;      If necessary, Electricity @ \$10.00 each = \$ \_\_\_\_\_;

Total amount due: \$ \_\_\_\_\_

***Weather is a factor that is out of our control. In the event of inclement weather, this event may be cancelled.***

The undersigned hereby releases, indemnifies and agrees to hold harmless the City of Columbia, Metter Park, participating merchants, Monroe County Arts Alliance, and all affiliates, on account for damages, injury, theft or losses of any kind to the undersigned property, or for personal damages or injury.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

### Mail this form with payment to:

City of Columbia  
Attn: Event Coordinator  
208 S. Rapp Ave.  
Columbia, IL 62236

### Questions? Contact:

Event Coordinator  
618-281-7144

