



## Rules and Regulations

### 48<sup>th</sup> Railroad Days Vendor Fair

Saturday, June 27<sup>th</sup> • Noon – 8:00pm

East Main Street between the Public Square (Broad St.) and the Music Tent near Park Plaza

1. Payment in full must accompany each signed contract. Applications will not be considered until all contract information is completed and monies are received. Fees are non-refundable and/or non-transferable unless application is rejected.
2. Applications will be recorded upon receipt and payment in the office. Applicants will be accepted on a first-come, first-served basis.
3. Exact space cannot be guaranteed, but every effort will be made to fulfill requests.
4. All spaces are 15'x 15' in an open, outside area. Space purchased must accommodate trailer tongue and awning(s). Please be prepared in the event of inclement weather.
5. Each space will be assigned a number. Spaces are located downtown on East Main Street nearest to the carnival on the public square. Main Street will be closed off to public use all day on Saturday.
6. Check-in time is between 10:30 and noon at 100 E. Main St. (southwest side of Cherry and Main intersection, formerly Wells Fargo Bank)  
Any assigned space not occupied by noon on Saturday shall be deemed forfeited by the vendor and no refund shall be paid. The Street Fair Coordinator may reassign such space, at his/her discretion, without any obligation to the vendor.
7. Prices of all items for sale must be clearly posted at all times.
8. Vendors are responsible for their own display sets (i.e., tables, chairs, etc.). The event organizers provide no equipment or accessories. We also cannot assist in setting up display booths.
9. No "roaming" vendors will be permitted. Vendors may only sell merchandise or distribute materials in their purchased space. Encroaching on another vendor's space for the purpose of selling merchandise or distributing materials will not be tolerated. Violators may be expelled or denied space in future years.
10. All Vendors are responsible for set-up and clean-up of their own space. Nothing is to be dumped onto the pavement that might cause damage to it (i.e., hot charcoal, grease, solvents, etc.). Vendors must provide a container to hold old grease, charcoal, etc. It is suggested to use one with a lid for easier disposal.

11. Trash containers will be provided throughout the Street Fair. Thoroughfares should be kept as clean and neat as possible. Littering by any vendor will not be tolerated and may result in expulsion or denial of space in future years.
12. The Street Fair Coordinator reserves the right to move or remove a vendor if it is deemed necessary for the betterment of the total event.
13. The Street Fair Coordinator reserves the right to refuse space to any vendor selling or displaying merchandise not in keeping with the philosophy of this family celebration.
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15. Merchandise such as knives, swords and any other type of weapons are not allowed.
16. No pets or live animals are allowed at any Railroad Days event. Registered service animals are accepted.
17. Live animals cannot be sold or used as prizes.
18. A person shall not manufacture, store, offer or expose for sale, sell at retail or discharge any fireworks.
19. It is unlawful for any person or persons to operate a temporary food establishment within the County of Knox, State of Illinois, who does not possess a valid permit issued by the Knox County Health Department. Temporary food permit applications are available from the Knox County Health Department at [https://www.knoxcountyhealth.org/forms\\_and\\_codes/](https://www.knoxcountyhealth.org/forms_and_codes/). See the application to learn about applicable fees payable to the Knox County Health Department.
20. Private, portable power sources such as personal generators or batteries are not allowed.

## Fees

### Non-Food Truck Vendor Booth, 15 x 15 space

For-profit vendors	\$50
Non-Profit	\$35