

Kirby Auxiliary Market on the Prairie 2026

KMC Active Building

951 Medical Center Dr – Monticello, IL 61856

Vendor Entry Form:

(Please Print All Pages & Keep a copy of this document for yourself)

****Indicates required information, make sure it is legible***

*Business Name	
*Contact Name	
*Street Address	
*City/State/Zip	
*Email (to be used for communication)	
*Cell Phone #	
*Illinois Tax ID # (Not your SS#)	
*Link to Facebook or Facebook Name	
*Link to Website	

***Product Category:**

*If you have multiple categories, please list categories from most to least important.

***Description of Products** (this helps with copy about your product on Facebook):

Space sizes

Check Box	Cost	Location and size of Space Needed
	\$40.00	Indoor, 10' x 10'
	\$75.00	Indoor, 10' x 20'
	\$30.00	Outdoor, Food or Drink truck
	\$30.00	Outdoor, 10' x 10'
	\$60.00	Outdoor, 10' x 20'
	\$75.00	Outdoor, Boutique Trailer (Note if Trailer Door is on Driver, Passenger Side or Back of Trailer and measurement of Trailer.) <i>Is Pick-up Truck disconnected during event?</i> Y/N

***All vendors must provide a \$25 valued product or gift card for our raffle on event day.** This needs to be given to us upon checking in or as soon as you get to your booth. First drawing 11 am, next one 1 pm and last 3 pm. Guests must be present to win that day.

***Do you need electricity?** Y/N *If yes, please bring your own cords and surge protector strip*

Standards

Payments need to be made within 5 business days of being accepted as a vendor to hold your space. Vendor fees are non-refundable and non-transferable. Please make sure you can attend before committing. Your acceptance will be emailed only to you. After 10 business days of email acceptance and no check or cash received, you will automatically be removed, and we will move on to another vendor. Payments will be mailed or delivered in person to Kirby Medical Center, Attn Kirby Auxiliary's Market on the Prairie.

All applications will be reviewed and selected based on your displays from previous markets from pictures you send to us or us viewing on Facebook. We want to have a variety of merchandise for our shoppers and want everyone to succeed, so we will try to eliminate too many duplicate vendors. We are looking for artisan made items, vintage items, creative crafters with unique products. Cottage bakers with specialty items have been a big hit. There will be a limited number of direct sale vendors. Our goal is to offer a unique variety of vendors.

Set up will begin the morning of the event August 22, 2026, starting at 7 am. You are expected to be set up and ready when doors open at 9 am.

Regulations:

1. A \$50.00 fee will be accessed on all returned checks.
2. You need to supply your own tables and chairs.
3. Food vendors need to follow Dewitt/Piatt Health rules & regulations. Phone: 217-762-7911. Food trucks are required by Monticello City Police to have a mobile food vendor permit in addition to the county permit. Police Dept. (301 N Hamilton St) Phone # 217-762-7727.
4. We will create an event on Facebook for the market. We ask that you share the event three times on your Facebook or Instagram account
5. Booths must be ready to open by 8:50 am and staffed during show hours. You will be allowed to have no more than two staffers at a booth. No children under the age of 12 at booth.
6. Vendors must keep proof of insurance at their booth. Kirby Auxiliary will not be liable. Please keep your space neat and walkways clear.
7. Vendors are responsible for setting up, removing their displays and cleaning up of any garbage.

8. When vehicles are unloaded, they must be moved to adjacent parking lot marked for vendors. Please do not block walkways, ramps or doorways. No vendor vehicles left in KMC Active gym lot.
9. Sales tax is 8.25% and it is your responsibility to pay the State of Illinois. We will be handing out a form for you to mail back to State of Illinois Revenue or call if you have any questions.
10. Applications will be sent out to previous vendors 2 weeks before being posted publicly on March 2nd. We will notify vendors by an E-mail from kirbyauxiliaryevents@gmail.com

Kirby Auxiliary Market on the Prairie will not be held liable for refunds or any other liabilities for failure to fulfill this contract due to reasons of the location in which the market is held or by any act of God, ordinance, legal authority, or any cause beyond its control.

Thank you for your interest in our event. We look forward to its success. Reminder that all our proceeds go to Kirby Medical Center Equipment Fund.

Final directions for check-in, parking, assigned door entrance and map will be sent to you two weeks prior to event. If you have not received it by then, contact us.

***I understand the above and my space won't be held until payment is received.**

Yes _____

Signed _____ **Date** _____

Upon being accepted, payment needs to be mailed or hand delivered:

Kirby Auxiliary Market on the Prairie Vendor Event

c/o Kirby Medical Center

1000 Medical Center Dr.

Monticello, Il 61856