

# Kirby Auxiliary Market on the Prairie 2025

*\*Indicates required information*

<i>*Email</i>	
<i>*Business Name</i>	
<i>*Your Name</i>	
<i>*Tax ID Number</i>	
<i>*Email, name to be used for communication</i>	
<i>*Mailing Address</i>	
<i>*Cell Phone Number</i>	
<i>*Link to Facebook or Instagram</i>	
<i>*Link to Website</i>	

*\*Product Category*

- Baked Goods
- Body Care
- Candles
- Canned Goods (Jellies, honey & etc.)
- Clothing
- Garden Décor
- Jewelry
- Wooden Items
- Vintage/Antique
- Food or Drink Vendor with truck
- Other/Describe

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

\*Description of Products:

*Rent & Space sizes*

\$40.00	Indoor, 10' x 10'
\$75.00	Indoor, 10' x 20'
\$25.00	Outdoor, Food or Drink truck
\$75.00	Outdoor, boutique trailer & truck, 10' x 20'

*\*All vendors, (excludes food trucks) are to provide gift of product (\$25.00 retail) or gift card for \$25.00 for three raffle drawings that will occur that day. First drawing 11 am, next one 1 pm and last 3 pm. Guests must be present to win that day.*

*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 nontransferable. Please make sure you can attend before committing. Your acceptance will be emailed only to you. After seven business days of emailed acceptance and no check

received, you will automatically be removed and we will move on to another vendor .

All applications will be reviewed and selected based on your displays from previous markets. We want to have a variety of merchandise for our shoppers and want everyone to succeed, so we will try and eliminate duplicate vendors. We are looking for handmade and vintage or crafters with the majority of your booth being unique items made by you. There will be a limited number of direct sale vendors.

Set up will begin the morning of the event August 23, 2025 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. We will be reviewing your Facebook and Instagram accounts. We want an upscale market look and want the event to reflect this. All booths to be decorated in an appealing manner. We will be selecting vendors based on their ability to have well put together displays.
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. #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 (example; when you become a vendor & the event is created, another time two weeks before event and last time the week of event).
5. Booths must be open and staffed during show hours. You will be allowed no more than two staffers at a booth. No children under the age of 12 at booth.

6. Vendors are expected to provide their own insurance. 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 clean up of any garbage. There will be a \$25.00 fee for any garbage left behind within your space.
8. When vehicles are unloaded, they must be moved across street in Kirby Medical Center parking lot. No vendor vehicles left in Active gym lot.
9. Sales tax is 8.25% and it is your responsibility to pay the State of Illinois
10. Applications will start being reviewed by April 23rd, closed by June 30<sup>th</sup>.

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 it's success for all.

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

Yes\_\_\_\_\_

Signed\_\_\_\_\_Date\_\_\_\_\_