

Fulton County Spoon River Valley Scenic Drive Associates

(A Not for Profit Corporation)



www.spoonriverdrive.org | srvsdassociates@gmail.com
P.O. Box 525, Canton, IL 61542 • Phone: 309-647-8980

Greetings,

The Spoon River Valley Scenic Drive Associates are pleased to announce plans for the Spoon River Valley Scenic Drive Fall Festival. You will find enclosed the necessary information for vendor registration, general requirements and program book advertising forms. Please read all enclosures carefully for any changes and new information.

The money collected from registrations and advertising are what pay for publicity, official program books, sanitation, brochures, road signs, promotion, publicity, and all other expenses that are associated with this highly successful Fall Festival. The number of port-a-pots in each area are determined by *paid* registrations *before* **September 1**.

All vendors are encouraged to take advantage of the advertising in the Fall Festival program book so they will be easily found by their potential customers. Forms are enclosed with cost, ad sizes and deadline of **June 1st**.

Rules/ regulations for all Spoon River Valley Scenic Drive Associates Fall Festival participants:

- 1. Our Fall Festival dates are always and only the first two **full** weekends of October. Hours are 9am – 5pm.*
- 2. It is the responsibility of the vendor to contact the area representative or site manager of area/site they are wishing to attend to make sure of availability.*
- 3. ALL vendors are required to pay the SRVSD Associates registration fees. The fee is the same for one day or all four days. SRVSD fees (break down of \$12.50 per day for all vendors, but \$50 for 1 or 4 days):*
For all vendors the fee is \$50 and after Sept. 1st fee increases to \$75.
This is in addition to area or site set-up fees that may be required.
- 4. Each paid vendor will receive a contributor sign which is to be publicly displayed, showing you are officially registered with the SRVSD Associates.*
- 5. To be listed or have ads placed in the official program book, as a participant at your area/site, **your registration and payment must be received before June 1st.***
- 6. All food vendors/concessions are required to obtain a temporary food service permit from the Fulton County Health Department. Contact information: Fulton County Health Dept., Att: Environmental Health, 700 E Oak, Canton, IL, 61520, Phone: 309-647-1134, Ext 3, <http://www.fultoncountyhealth.com>*
- 7. All vendors are required to provide a (food vendors) certificate of product liability insurance, or (merchandise) proof of liability insurance which is to be included with SRVSD Associates registration or registration will be returned.*
- 8. All registration forms, advertising forms, payments and **voluntary** 10% donation, and fees should be sent to:*
Fall Festival Chairperson, P.O. Box 525, Canton, IL 61520.
- 9. All payments should be in the form of check or money order and made payable to: Spoon River Valley Scenic Drive Associates (SRVSD Assoc.) **NO CASH OR CREDIT CARDS ACCEPTED with a mail in registration/ advertising form.** Credit cards will be accepted on our website spoonriverdrive.org/vendors.html by PayPal. \$35 service charge on all returned checks.*
- 10. **Vendors** - No animals may be sold, no political items may be sold, no firearms/ammunition may be sold, all sales must be legal in the state of Illinois.*
- 11. The Spoon River Valley Scenic Drive Associates reserves the right to refuse set up to any vendor that they feel is inappropriate for the Fall Festival.*