

# Wilmington Chamber of Commerce

## Autumn Festival of Crafts

### Craft Vendor Application

The **Autumn Festival of Crafts** is being held on the Wilmington North Island, Wilmington, IL 60481, from 10:00 a.m. to 4:00 p.m. on **Sunday, October 12, 2025**. This is a juried event, and vendors will be selected based on the goods they have to offer and their display. All decisions involving application approvals are subject to the festival committee's discretion. Vendors must submit an application with a detailed description of goods for sale, along with photos of the goods and how they will be displayed. A completed application does not guarantee a space. Once a vendor is approved, they will be notified and payment is due immediately. Spaces are only guaranteed after approval, payment, and confirmation is made.

**Food vendors: Please do not use this form, submit the separate food vendor application.**

Refer any questions to spinsandneedleson66@yahoo.com or call Betty or Steve at 815-592-1183

Vendor Information			
Contact Name:			
Business Name:			
Street Address:		City:	Zip:
Phone:	Email:		
Website (or Facebook, Etsy):			
IL Sales Tax Number for your business (XXXX-XXXX): <small>You may use your personal SSN if you do not have one</small>		Number of spaces requested:	
Detailed description of merchandise (Use additional paper if necessary):			
<b>Submit 6 to 10 photos or a link to an online link including photos of merchandising for sale and display.</b>			

I accept the rules and conditions listed on page 2 for participation in the Autumn Festival of Crafts

I will pay by check

I want to be invoiced online

\_\_\_\_\_  
Vendor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Committee Signature

\_\_\_\_\_  
Date

Mail completed applications and payments to:

Wilmington Chamber of Commerce  
616 Davy Ln  
Wilmington, IL 60481

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## Payment Terms

**All fees are due immediately upon application approval.** Payments made the Wednesday through Saturday prior to the event will require a \$10 late fee. Payments made on the day of the event will require a \$15 late fee.

Checks must be made payable to Wilmington Chamber of Commerce. Any returned checks will incur a \$30 NSF fee. You may opt to pay via online invoice for an additional \$3. Invoices will be sent to the email address included in your application.

Booth Fees are \$50 per space, or \$30 per space for Wilmington Chamber of Commerce members. Booths are 10 x 10. No vendor sharing, one vendor per space.

Vendor fees will not be refunded due to weather or should you be unable to attend. The Autumn Festival of Crafts is a rain or shine event.

## Rules and Conditions

Setup times are from 8:00 a.m. to 9:30 a.m. Take down time is the two hours immediately following the end of the event, from 4:00 p.m. to 6:00 p.m.

Vendor passes are required to enter the park with a vehicle. Vendors will be given no more than two passes. Parking at the island is limited and having a vendor space does not guarantee available parking space at the island. If full you may need to park in a nearby lot after setup.

Collection of sales tax and payment to the Illinois Department of Revenue is the responsibility of the vendor.

Booths must be open and staffed for the entire duration of the festival. Vendors are not allowed to tear down and leave early. It is a liability for shoppers and the other vendors. Please be kind and courteous. Smoking is not allowed at vendor booths.

Vendors are liable for the delivery, handling, erection, and removal of their displays and items for sale.

Vendors found in violation of any item within this application may be excluded and have their display and merchandise removed from the market at the sole discretion of the event committee. No refund will be provided. Under no circumstances, including negligence, shall the Autumn Festival of Crafts committee or the Wilmington Chamber of Commerce be liable for any direct, indirect, incidental, special, or consequential damages. The undersigned agrees to hold harmless and indemnify the Autumn Festival of Crafts, Wilmington Chamber of Commerce, and any authorized agents thereof from and against any and all claims, loss, damage to any property, and loss or theft of any item on or at the location of the Autumn Festival of Crafts. Vendor agrees to use due and reasonable care to keep their area neat and orderly, and free from foreseeable hazards to person or property. Vendor agrees to abide by and follow all rules and regulations of the Autumn Festival of Crafts. Signature below or attendance as a Vendor is deemed to be in acceptance of these conditions.

This agreement shall be deemed to have been made in the State of Illinois and shall be interpreted in accordance with the laws of such state. In the event that legal action is required to enforce any items of this agreement, such action shall be brought in the courts of Will County, IL. The parties agree to accept service of process in such action by ordinary mail sent to their business address.