

2027 Lebanon Fall Festival Application

In Historic Downtown Lebanon, IL

Sat, Oct 2, 2027

9 a.m. - 4 p.m.

Business Name: _____

Owner/Operator Name: _____

Street Address: _____ City/State/Zip: _____

Phone: _____ Email: _____

Note: Please provide your full website and social media links for accuracy on our vendor website.

Website (if applicable): _____

Facebook Page (if applicable): _____

Instagram (if applicable): _____

Type of art or craft being sold (must be handcrafted items, original artwork, on-site personalized items, or from-scratch food products). Note: Please enter this information as you would like it to appear on our Vendor List and Fall Festival website. _____

Booth Size & Fee: All booth sizes are **10x10** and are **\$50**.

If available, electricity access (**\$10 fee**) is extremely limited for craft vendors, please plan accordingly.

Number of booths requested: _____

Payment Method (please circle one): Cash / Check / Request Payment Link

Please do not leave payments at the Lebanon Visitors Center. (We do not recommend mailing cash through the postal service).

This is a **rain-or-shine event**. There will be no rain day (or associated refund) for the Oct 2nd show date.

Set up is scheduled from **6:00 a.m.** to **8:30 a.m.** (the booth must be completed by **8:30 a.m.**). Please do not begin the booth teardown before **4:00 p.m.** All vendors must have their booths broken down and removed from the brick street by **5:00 p.m.**

Please be patient and courteous during setup. Vendors who shout at or verbally mistreat other vendors, volunteers, or event staff will not be invited back.

Requests for specific booth locations will be considered on a first-come, first-served basis upon receipt of payment. Every attempt is made to accommodate your booth location request; however, we cannot guarantee it.

Special requests (Ex, same booth as last year, front/rear or side-by-side facing booth, special needs, etc.): _____

FOLLOW ARRIVAL & SETUP INSTRUCTIONS.

To keep traffic moving safely and prevent congestion during setup, all vendors must follow the designated traffic flow and driving directions shown on their assigned vendor map. Following the designated traffic flow and the **Unload → Move Vehicle → Set Up** procedure is required of all vendors. Do not begin setting up your tent or booth while your vehicle remains in the street or beside your booth. Vehicles left in the setup area while vendors assemble tents or displays create backups and prevent other vendors from reaching or leaving their spaces.

NOTE: Vendors are responsible for providing tents, booth coverings, tables, and chairs (TENT WEIGHTS ARE REQUIRED for your safety and the safety of your neighbors). Even with beautiful mild weather, we have had a tent blow over on top of another tent. Please plan accordingly. Booths and coverings should not exceed the space allotted and may not block the frontal view or infringe on your adjoining booth(s).

If it is more convenient, you may submit your Lebanon Fall Festival application online at <https://lebanonil.us/fallfestival>, and request a link to pay online (a small credit card processing fee will apply).

Make checks payable to the **Lebanon Chamber of Commerce. Please enter "Fall Festival" on the memo line of your check.**

If paying by check, please mail to (or drop off during regular business hours):

First Federal Savings Bank of Mascoutah
Attn: Lebanon Fall Festival
115 S Madison St
Lebanon, IL 62254

Refund Policies:

Cancellation with 30 or more days' notice: 100%

Cancellation with 14-day notice (if we fill the booth with another vendor): 50% Cancellation
with less than 14-day notice: No Refund

I understand and will abide by the guidelines above for this show. Vendor

signature: _____ Date _____

Printed Name: _____

We look forward to your participation in our 2027 Fall Festival! Please email lebanonfallfest@gmail.com or call Lori Henrichs at (618) 420-3147 for information.

Sincerely,

Lebanon Fall Festival Committee