



Dear Vendor

**THANK YOU FOR BECOMING A VENDOR AT THE 48TH ANNUAL
JOHN A. LOGAN AUTUMNFEST ARTS & CRAFTS SHOW!**

LOCATION: John A. Logan College, Carterville, Illinois
SHOW DATES: Saturday, November 9, 2024 and Sunday, November 10, 2024
SHOW HOURS: Saturday, 9:00 a.m. – 4:00 p.m. and Sunday, 10:00 a.m. – 4:00 p.m.

SET-UP DATES: **All Vendors** **Friday, November 8 – 10:00 a.m. – 6:00 p.m.**
Saturday, November 9 – 7:00 a.m. – 8:30 a.m.
Sunday, November 10 – 9:00 a.m. – 10:00 a.m.

IMPORTANT INFORMATION: PLEASE READ!

- Vendor booth space will be assigned the day of setup and show check-in.
- Past exhibitors are NOT guaranteed same space as previous years.
- If you have applied and decide not to be a part of this years show, please contact us so we can allow other vendors the opportunity to display. There will be NO REFUNDS.
- **BOOTH SPACE RENTAL PAYMENT IS DUE BY FRIDAY, NOVEMBER 1, 2024**
- Vendor Entry passes will be distributed upon check-in and must be displayed while at the show.
- Parking is allowed in Vendor parking areas only. No Vendor parking in public parking during show hours.
- General admittance to the show is \$5 per day, ages 12 and older. JALC students with current ID card free.
- Vendors will NOT be provided tables and chairs, you must bring your own. The college will have no tables or chairs available for vendors to use.
- Vendors who requested electricity should bring at least a 50' extension cord. Lighting varies within areas of the exhibit areas. Each Exhibitor should be prepared to provide addition display lighting needed for their own exhibition purposes. Use of power is limited and subject to availability.
- Exhibits are public accommodations under the Americans with Disabilities Act (ADA), and each exhibitor is responsible for ensuring that show attendees who have disabilities have access to all of the demonstrations, information, contests, giveaways, or other services offered at a booth.
- Show/venue management shall make all final determinations as to which rules are being violated and it shall be the responsibility of Show Management to review all exhibits and enforce the rules of the exhibition. Any exhibitor who is unsure of the interpretation of any rule or who may be in violation of rules is responsible for notifying Show Management for further clarification.
- No exhibitor will be allowed to dismantle any portion of their exhibit prior to the end of show hours on the final day of the show. This is a discourtesy to those attending the Show and to your neighboring exhibitors. Exhibitors who dismantle prior to the closing of the show will forfeit seniority in future JALC events.
- Vendors are responsible to pay all taxes associated with sale of merchandise at the event.
- Illinois State law prohibits smoking or vaping on College premises.
- For additional vendor info or special requests, call John A. Logan College at 618-985-2828, ext. 8343 or email Autumnfest@jalc.edu.