

# 2023 Alton Expo Vendor Form

Organization/Business Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Product Selling/Distributing: \_\_\_\_\_

No beverages are allowed to be sold. All beverages will be sold by the Alton Amphitheater Commission. Food vendors will not be allowed to sell any product already being sold by Luehr's Ideal Rides. This includes:

Cotton Candy	Caramel Apples	Snow Cones or Shaved
Corn Dogs/Hot Dogs	Popcorn/Kettle Corn	Ice Lemon Shake Ups
Ice Cream	Funnel Cakes/Elephant Ears	French Fries

If you are selling food items, you must obtain a temporary food license from the Madison County Health Department at 618-692-8954. They will provide inspections on site the first day of operations and issue permits at that time. If you already have a food license, you will still need to contact the Madison County Health Dept. and complete the form.

As a vendor, **you must participate in all four days** of the Expo and be open during all hours of operation:

Thursday, September 7, 5pm to 10pm  
Saturday, September 9, 1pm to 11pm

Friday, September 8, 5pm to 11pm  
Sunday, September 10, 1pm to 6pm

**Any vendor who fails to participate during all days and times listed above will not be allowed back in future years.**

Set-up will begin at 9am on Thursday, September 7. Your load-in must be complete by 3pm on Thursday, September 7. On-site contacts will be Park Director Michael Haynes (618-779-4392) and Amphitheater Commissioner Dan Herkert (618-447-2939).

**Food Vendor Fee: \$150**

**Non-Food Vender Fee (Non-Profit): \$50**

**Non-Food Vender Fee (For-Profit): \$75**

All vendors will receive a 10' x 10' space. There is limited power available for food vendors and will be allotted on a first come, first served basis. Vendors must provide their own extension cords, tables, and tents and must comply with all on-site instructions. While the grounds will have 24-hour security, it is your responsibility to secure all valuables each night.

All vendor applications must be completed and submitted to Deputy Parks Director Lyndsey Younger at [lyounger@cityofaltonil.com](mailto:lyounger@cityofaltonil.com) or 2 Emma Kaus Lane, Alton, IL 62002 no later than noon (12pm) on Monday, August 21st, 2023 .

Vendors will be considered by the Amphitheater Commission at its regular meeting on Monday, August 21st, 2023 at 4:30pm. Approved vendors will be notified of their participation no later than 5pm on Monday, August 28th, 2023.

Following notification of vendor approval, vendors must submit all payments, licenses, and proof of insurance to Deputy Parks Director Lyndsey Younger, 2 Emma Kaus Lane, Alton, Illinois 62002 , no later than 5pm Friday, September 1, 2023. Any vendor who fails to submit payment and other necessary information will not be allowed to participate in the Expo. Checks should be made payable to ***City of Alton – Amphitheater Commission***.

Questions should be directed to Deputy Parks Director Lyndsey Younger at [lyounger@cityofaltonil.com](mailto:lyounger@cityofaltonil.com) or (618)463-3580.

**All decisions of the Alton Amphitheater Commission are final.**