



To: Food, Merchandise & Commercial Vendors

This year marks the 78<sup>th</sup> Annual Sweet Corn Festival here in Mendota, IL. This Festival attracts 40,000 visitors from all over the country for its three and a half days with Sunday being our biggest day. The Sweet Corn Festival is sponsored by the Mendota Area Chamber of Commerce.

Concession space is available at our festival on our downtown streets that serve as our midway. We are looking for quality concessions, neat, clean, attractive booths to line our midway. Each year we seek interesting, new and unusual items to add variety to our festival. We have room for approximately 40 vendors in which we like to split as even as possible between food, merchandise, and commercial vendors.

This is an invitation to participate as a vendor at the Mendota Sweet Corn Festival. There is also a Registration Form/Contract that must be filled out and returned for consideration into the Festival.

### **Festival Information**

**Dates:** Thursday, August 7<sup>th</sup> through Sunday, August 10<sup>th</sup>, 2025

**Where:** Downtown Mendota, IL 61342. Washington St. & Illinois Ave

**Hours:**

*Thursday Street Booths must be ready for health dept. inspection by 5 pm*

*Booths open for business 6pm until at least 10 pm*

*Friday & Saturday Street Booths open 11:00 am until at least 10pm*

*Sunday Street Booths open 11 am until 5 pm*

**Spaces:** Spaces are sold by frontage lengths of 10ft, 20ft, & 30ft. All parts of the trailer, including the hitch, are used as frontage. Spaces are for your display unit only; no other vehicles are permitted within this space. The center of the midway is considered a fire lane and no trailer or display may protrude past the established uniform line. This gives you at least 10 feet of depth to your space. A representative from the Chamber of Commerce will check your space daily to ensure you have not exceeded your allotted depth. Merchandise or food may only be sold from your purchased space. Sidewalk space behind your booth is not to be used as storage for supplies. If you need storage space, purchase an additional 10ft space.

**Fee for Booth Space**

10 foot frontage - \$225.00

20 foot frontage - \$375.00

30 foot frontage - \$525.00

40 foot frontage - \$675

***Note: Your fee is for the full duration of the festival. All spaces must be paid in full by Monday, June 3rd. If the amount is not paid in full vendor is forfeiting the space.***

**City of Mendota Mobile Food Vehicle Permit**

The City of Mendota requires Mobile Food Vehicles to have a permit to operate in the city. A Mobile Food Vehicle means a self-contained food service operation located in a readily moveable motorize, wheeled or towed vehicle, with facilities for storing, preparing, displaying and/or serving food or non-alcoholic beverages for retail sale intended for individual consumption, commonly referred to as a food truck. If you are a Mobile Food Vehicle vendor, please fill out the permit application and check the Sweet Corn Festival Vendor option toward the bottom of the application. Applications can be turned in along with your registration form. The Mendota Area Chamber of Commerce will cover the fee associated with the permit for the festival but the application still needs to be completed and returned. If you pre-register, the permit application will be mailed to you in April 2025.

**Mobile Food Vehicle vendors that do not have a City of Mendota Mobile Food Vehicle Permit will not be allowed to serve at the festival and no refund will be given.**

**Street Booth Reservations**

A street booth space can be reserved by mailing in your signed contract/registration form and a deposit. We also require a certificate of insurance listing Mendota Area Chamber of Commerce as a certificate holder. A picture of your booth **must** also be submitted with your contract.

***Reservations are on a first come, first served basis according to when payment is received.  
The Mendota Area Chamber of Commerce has the right to refuse any application***

### **Electricity**

Electricity needed to run your booth will be available at a charge of:

110 volt - \$50.00

220 volt - \$115

***Please bring a heavy duty extension cord with you to plug into 110 volt. If you will be needing 220 volt electricity, our electricians will wire directly to your unit. Please remember that Street Booth spaces do have nighttime hours that all vendors are required to be open for, lights may be necessary. Generators are not allowed.***

### **Illinois Business Tax # - EIN Number**

For those living in Illinois and selling anything, we must collect your IBT number on the contract/registration form. If you will be selling any items and do not have an IBT number, or for an out of state vendor, we will need to collect your Employer Identification Number (EIN) or your Tax ID Number (TIN). We are required to report this information to the government.

### **Set-Up**

All vendors are **required** to check into the Chamber Office (800 Washington St) **before** moving into their space. **No vendor will be permitted on the streets until 7:30am on Thursday, August 7<sup>th</sup>.** If you use a tent to sell from, you will **not** be permitted to begin setup until **noon** on Thursday, August 7<sup>th</sup>. All vendors must be checked into the Chamber Office by 3pm on Thursday, August 7<sup>th</sup> or you will lose your space to a vendor on our waiting list..

### **Closing Each Night**

We ask that you close up your unit or display each night. *The Mendota Area Chamber of Commerce will not be responsible for any damage or loss of your property. **Security is your responsibility.***

### **Tear Down on Sunday**

All booths **must** remain open until at least 5pm on Sunday, August 10<sup>th</sup>. Failure to comply with this rule will result in not being invited again in the future. No vendor should ever drive down through the festival area when people are on the streets.

We ask that you **do not** begin tearing down your booth before **5:00 PM** on Sunday evening. You **will not** be allowed to drive through the streets while pedestrians are still present.

Electricity will be shut off by **6:00 PM-NO EXCEPTIONS**. Please plan your clean up accordingly.

### **Refunds**

If something should happen to come up and you need a refund, we would be more than willing to grant a full refund up to 30 days before the Sweet Corn Festival *if* your space can be resold. If it is within 30 days of the event, a 50% refund will be given if all vendor spaces are full *and* if the space can be resold before the start of the festival. If you pull out at anytime or are asked to leave due to a violation of the contract, you will not receive a refund.

### **Family Oriented Event**

The Mendota Sweet Corn Festival is a family-oriented event, offensive or dangerous merchandise of any kind will not be allowed. This includes, but is not limited to, guns, toy guns, water guns, knives, toy knives, silly string, merchandise containing political slander or curse words, alcohol, tobacco products, etc. There is no exception to this rule and if we feel that you are selling something offensive or dangerous, we will ask you to leave the festival, and no refund will be issued.

If you are interested in becoming a vendor for the 2025 Mendota Sweet Corn Festival, please contact the Mendota Area Chamber of Commerce for a registration form. The Mendota Area Chamber of Commerce has a right to refuse any application.

Thank you,  
Sam Setchell  
President/CEO  
Mendota Area Chamber of Commerce

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