

# Loops Fest 2018: Exhibitor and Vendor Registration

Springfield Bicycle Club's Loops-A-Palooza Community Cycling Festival

Saturday, September 8, 2018, 5 - 9 p.m., The Shed, Gate 3 (2341 N Peoria Rd), Illinois State Fairgrounds

## FESTIVAL GUIDELINES

- 1) Online registration is preferred. Scanning and emailing your completed form is the next most preferred method. Printing and mailing your completed form is OK, if postmarked by the due date. Organizers may decline registration due to inappropriate messages and/or late registration.
- 2) Registration is FREE for exhibitors, except vendors interested in selling items at the Festival. The fees are \$10.00 for vendors not selling alcohol or unpackaged/prepared food, \$25.00 for vendors selling unpackaged/prepared food, and \$25.00 for vendors selling alcohol through their own caterer.
- 3) Alcohol (beer or wine) vendors who sell their products through the event's Caterer, Just the Basics, do not need to register. Instead, they should contact Maddie at [mohannah94@gmail.com](mailto:mohannah94@gmail.com) or 217-381-8108.
- 4) ALL exhibits must have a bicycle-related or bicycle & pedestrian friendly message/theme. Organizers reserve the right to decline sale items if they do not meet the event's overall mission/theme.
- 5) Please describe your message and/or activity, giving as much detail as is needed, on the registration form.
- 6) Please interact with festival goers in a friendly, non-aggressive manner. If any issues arise, please alert Festival staff.
- 7) Each exhibitor will have one 6-foot table and two chairs provided for use inside The Shed (tables and chairs may not be removed from The Shed).
- 8) Please make sure to indicate on the registration form whether you will require additional tables, chairs, and/or electricity. There are outlets near many tables inside The Shed.
- 9) ALL exhibits must be staffed at all times during Festival hours (5:00 – 9:00 pm). No early shut-downs please. Shut-down or tear-down should not start until 8:45 pm, unless otherwise advised by Festival staff.
- 10) You may set up as early as 3:00 pm on the day of the event, Saturday, September 8. If you require more time, please indicate requirements on the registration form.

---

## ONLINE REGISTRATION PREFERRED

Go to [Loops-A-Palooza.com](http://Loops-A-Palooza.com) and click on the registration link.

Please use our online registration form if you can. You may find the printable registration form (next page) useful in gathering information needed to enter in the online form. Vendor payments can also be made online, using Paypal. Completed paper registrations and checks may be mailed in.

---

## QUESTIONS? CONTACT THE ORGANIZERS

By Email: [info@spfldcycling.org](mailto:info@spfldcycling.org)

By Text/Voice: 217-726-5560

---

**\*\*REGISTRATION DEADLINE IS Friday, August 31, 2018\*\***

## Exhibitor and Vendor Registration Form [Printable]

**\*\*Registration Deadline: Friday, August 31, 2018\*\***

I am registering:

- ☐ An Exhibitor (not a Vendor). An Exhibitor may give items away, but not sell them.
- ☐ A Vendor interested in selling items (other than alcohol or unpackaged/prepared food). Fee: \$10.00.
- ☐ A Vendor interested in selling unpackaged/prepared food. Fee: \$25.00.
- ☐ A vendor interested in selling alcohol (beer or wine) via its own Caterer, rather than our Caterer. Fee: \$25.00

Vendors can send fee payments securely via Paypal, as an Account Holder or as a Guest, by clicking on the following link: <https://fs26.formsite.com/v3LB5I/loopsreg/index.html>. They can also mail checks and print registrations to **SBC Loops Fest, PO Box 13035, Springfield, IL 62791**. Make checks out to 'Springfield Bicycle Club'.

**Payment of fees is required before day of event setup on September 8th.**

Payment method:

- ☐ Exhibitor (free - no payment due)
- ☐ Vendor paying by check
- ☐ Vendor paying via Paypal

Exhibitor / Vendor Name: \_\_\_\_\_

Exhibitor / Vendor Type:

- ☐ Individual ☐ Group (of individuals, not a formal nonprofit) ☐ Nonprofit Organization ☐ Business

Exhibitor or Vendor contact person name:

(first) \_\_\_\_\_ (last) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State (if not IL): \_\_\_\_\_ Zip: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Nature of our exhibit or activity (please include information on selling if you are a vendor):

*Attach an additional sheet if more space is required to describe your exhibit or activity.*

For setup (inside The Shed only), one 6-foot table and 2 chairs are provided to every Exhibitor or Vendor.

- ☐ We do not need extra equipment.
- ☐ We will need: TABLES # [ ] CHAIRS # [ ] ELECTRICITY ☐ YES ☐ NO

I have read and will adhere to the Festival Guidelines on page 1.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Signed