



LINCOLN MEMORIAL
GARDEN

Summer, 2025

Dear Vendor,

We would like to invite you to participate in the Garden's 2025 Fall Harvest Festival by displaying, selling and/or demonstrating your craft or artwork. This is the 56th year for the two-day fall fundraising festival, which usually draws over three thousand people. It is a family-oriented event featuring food, entertainment, children's activities, and crafts. We hope you will join us for this year's festival on October 11th and 12th. This year we will open at 10 a.m. and close at 4:00 p.m. on Saturday and Sunday. The festival will be held on Garden property located on the east side of East Lake Shore Drive.

We continue to actively seek new artisans, particularly those who concentrate on living history demonstrations and historic/traditional or nature-related crafts.

Examples of historic/traditional arts and crafts are: spinning and weaving, chair caning, flintknapping, metal and wood working, pottery, broom making, and knitting using natural fibers. Examples of nature-related crafts are: bird houses and feeders, nature photography, plants, herbs, dried and pressed flower crafts, gourds, paper making, and other items emphasizing nature in some way.

Please read the enclosed guidelines and return the registration form as soon as possible, if you plan to participate. **Due to limited space and high demand, only the first 30 applicants will be accepted through September 26.** Please note the vendor fee is \$50 for **each** 10'X10' space. A limited number of spaces with electricity are available for an additional \$10.

Please bring your own chairs, tables, tent and any other items needed for your booth.

If you have any questions or are unsure if your craft qualifies in a certain category, or would like to set up on Friday, please contact vendor coordinators Karen Rogers (217-801-7116) or me (217-529-1111). We look forward to having you at the Fall Harvest Festival this year.

Sincerely,

Joel Horwedel
Executive Director

LINCOLN MEMORIAL GARDEN
FALL HARVEST FESTIVAL
Food Vendor Guidelines
Saturday, Oct. 11 and Sunday, Oct. 12, 2025
10 a.m. to 4 p.m.

1. All participants will be located outdoors.
2. Pets are not allowed.
3. In case of inclement weather, the festival will still be held unless safety becomes a concern. If you choose not to participate, please call us informing us of your cancellation. All craft fees are non-refundable.
4. Vendors are required to provide their own tents, chairs, and tables.
5. Vehicular access to your site will be allowed - weather permitting. After unloading, you will be asked to move your vehicle to a designated parking area located in the parking grove. In the event of wet ground, vehicular access may be restricted in which case assistance will be available for unloading and transporting material on a first come first serve basis. We ask that all exhibitors be in place by 9:45 a.m. both days. **No vehicles will be allowed on the grounds after 9:30 a.m. both days, or before 4:00 p.m.** You may begin to set up as early as 7:00 a.m.
6. **Friday setup is preferred** and can be arranged by contacting Karen Rogers prior to 10/8/2025. Gates will be locked each evening for security of materials and equipment but will not have security personnel on-site overnight.
7. Vendors are expected to stay the duration of both days. Those who do not return on the second day without previous notice, will not be asked back.
8. Vendors must have liability insurance and property insurance coverage for the duration of the Fall Harvest Festival.
9. Food vendors are **required to obtain a temporary Food Vendor Permit from the Sangamon County Department of Public Health**. Vendor must have the permit prior to the start of the FHF and must have it on display or will be asked to leave. All are encouraged to include a menu preview with your application and set up on Friday.
10. Food Vendors agrees to contribute **10% of gross revenue generated from sales during the FHF to Lincoln Memorial Garden (LMG)**. The vendor understands that this method of payment is on the honor system and agrees to act in a fair and honest manner. Vendors that fail to deliver payment prior to the deadline will not be asked back to the FHF. Payment is accepted at the close of the FHF on Sunday, October 12th and **due no later than close of business on November 14, 2025.** Please deliver or mail payment to Lincoln Memorial Garden, 2301 E. Lake Shore Dr., Springfield, IL 62712.
11. To protect your equipment and/or your personal possessions, it is suggested that you or one of your workers always stay with your equipment. At no time, while your items are at the Garden or in transit, is the Garden to be considered responsible for those items.
12. **Spaces will be assigned as reservations are received.** To ensure you get the space you desire, it's recommended you send your application as soon as possible. Also, please note the size of your truck/trailer (length and width) to ensure we can best accommodate your setup.

**2025 FALL HARVEST FESTIVAL
FOOD VENDOR APPLICATION**
Saturday, Oct. 11 and Sunday, Oct. 12, 2025
10 a.m. to 4 p.m.

Name: _____

Address: _____

Telephone: _____

Email: _____

My menu will include:

Size of truck/trailer (length and width): _____

Electricity needed ☐ Yes

☐ No

Sangamon County Food Permit #: _____

[] I agree to remit 10% of my total sales to LMG before November 14, 2025.

Mail or deliver payment to:

Lincoln Memorial Garden, 2301 E. Lake Shore Dr. Springfield, IL 62712

I have read all the conditions stated and implied in the attached guidelines. I understand that I am solely responsible for my person and property before, during, and after my participation in the Fall Harvest Festival. LINCOLN MEMORIAL GARDEN, LINCOLN MEMORIAL GARDEN FOUNDATION, its employees and volunteers are not responsible for any damage or loss to my property, equipment, or person before, during and after the Fall Harvest Festival. I hereby agree not to sue LINCOLN MEMORIAL GARDEN, LINCOLN MEMORIAL GARDEN FOUNDATION, any of its employees, or volunteers for any damage or loss to my property, or for my personal injuries.

Signature

Date

Return by September 26, 2025 to:

Fall Harvest Festival

Lincoln Memorial Garden

2301 E. Lake Shore Dr.

Springfield, IL 62712

Email: joel@lincolnmemorialgarden.org

Vendor Notes / Requests:

Special requests are noted but not guaranteed.
