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**Assigned Vendor Booth #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Dear Accepted Saturday and Sunday Vendor,

Welcome to our 53rd Annual Burgoo Festival, scheduled to take place October 7 - 8, 2023! Please review the following information carefully in order to comply with Burgoo Staff instructions, which are designed to prevent congestion and confusion.

**Check**-**in**

Check-in will be located at the corner of West Canal Street and Rt. 178. New vendors are required to check in here. To enter the check-in please turn west on West Church Street and follow signs down Division Street to West Canal Street **(248 West Canal Street can be added into GPS).** From here we will direct you to your vendor space. If you are a returning Vendor and know your location, you may bypass check in and follow signs to your designated vendor space.

**PLEASE FOLLOW ALL SIGNS AND BURGOO CREW DIRECTIONS TO AVOID TRAFFIC CONGESTION.**

Set-up Times

**NOTE: THERE IS NO EARLY SET\_UP ON FRIDAY OCTOBER 7**

Friday, Oct 7 - 5pm to 7pm **(NO SET UP AVAILABLE FOR SECTIONS C AND D ON FRIDAY)**

Saturday, Oct 8 - 8am to 10am

Sunday, Oct 9 - 6am to 8am

Set-up Details

* **Bring this letter with you as proof of acceptance & space assignment.**
* Verify that you are setting up in the correct space. If you are feeling unsure, please simply ask Burgoo Staff for assistance. **Burgoo Staff will be in Orange Burgoo Crew shirts.**
* **To avoid blocking traffic, unload and move your vehicle *before* setting up your stand.**
* Please note that your Vendor Permit must be displayed at all times.
* Vendor booths will be inspected to verify that the merchandise for sale matches information provided on the application and fits within the Historical Society’s criteria.
* Vendors are responsible for the collection & remittance of sales tax. The Illinois Department of Revenue requires LCHS to provide the names of vendors who set-up on Burgoo weekend. We are including the special events tax payment form with this letter, and it will be available on our website ([www.lasallecountyhistoricalsociety.org](http://www.lasallecountyhistoricalsociety.org)) under the Burgoo tab. If you have any tax-related questions, please contact the Illinois Department of Revenue directly at 847-294-4475.

**Vendor WIFI Available**

* Wifi is available to vendors in sections K, L, and M
* Wifi is under the name Canal Market and the password is LCHSmarket20

**Vendor** **Parking** **&** **Street** **Closings**

* Vendor Parking is provided because **no *vehicles* are allowed at vendor site(s)**
* Parking maps are on the back of your parking pass. Burgoo staff can help direct you to the appropriate parking location.
* **No parking is allowed on residents’ driveways or lots without expressed permission.**
* **ABSOLUTELY NO VENDOR PARKING AT PAID AND VOLUNTEER PARKING AREAS!!!!!!**
* The Historical Society will not be responsible for towed vehicles
* Village officials will begin closing downtown streets on Friday October 7. Our street-closing permit extends til 5pm on Sunday, October 9.

**Tear** **Down**

Vendors are responsible for gathering garbage in and around their booth space and placing it near the garbage cans. **Cardboard boxes must be broken down and disposed of!**

**Vendors must be torn down & packed up before bringing their vehicles on site. Please avoid blocking other vendors.**

Finally, *thank you* for participating two days in our Burgoo Festival! The Historical Society will again be providing food and refreshments, most famously our Burgoo Stew. We expect this year to be a good time with the Saturday Car Show and top-notch live entertainment on both days. This will also be our ninth year for the 50/50 Raffle drawing, for which we hope to surpass last years’ winnings exceeding $9,000 for a single winner!

Best wishes to you for a successful weekend!

Amanda Carter

Events Coordinator

LaSalle County Historical Society