

# CITY OF GALENA, ILLINOIS

101 Green Street, PO Box 310, Galena, Illinois 61036



## Flea Market, Fair, or Festival

- Flea Market:** A vendor or group of vendors, each being charged a display fee, collected in a single location for a period of not more than 48 consecutive hours.
- Fair:** A gathering for competition, or exhibition of various products, often with amusement and educational displays.
- Festival:** A collection games, activities, sales booths, etc.

## Licensing Requirements

1. All flea markets, fairs, and festivals must be organized and sponsored by a nonprofit organization.
2. Flea market licenses should be limited to the following events:
  - a. The Art Fair
  - b. Country Fair
  - c. Antique Town Rods
  - d. Turner Hall Flea Market
  - e. Coatsworth Flea Market
  - f. Historical Society Ice Cream Social
  - g. Fourth of July Celebration
  - h. Relay for Life
  - i. Other events not to exceed a total of ten per calendar year, including (a) through (g) above.
3. Said Organization shall make application for said flea market or festival at least 30 days in advance of the event. Event license fees must be paid at the time of the application. The application shall include the name of the event coordinator who can be contacted with any questions or problems. Said organization shall be responsible for obtaining all necessary license application paper for all individual vendors at said event within sufficient time to allow the required ten days application period for the vendor. If a majority of vendor license applications are not received in the office of the City Clerk at least ten days previous to the event, said event license shall be revoked, and said event shall not occur. Said revocation shall be subject to hearing as per Code of Ordinance.
4. Event licensing fees shall be **\$50 per day** of said event.
5. License must be conspicuously posted. The approved license for the event must be posted in a conspicuous place at or near the main entrance to the event. Said license shall be in plain view at all time the event is taking place. All vendor permits must be displayed in plain view at each individual vendor's area.

Event Name: \_\_\_\_\_

Event Location: \_\_\_\_\_

Name of organization sponsoring event: \_\_\_\_\_

Event Coordinator: \_\_\_\_\_

Address of Organization: \_\_\_\_\_

Not for Profit # (copy must be attached): \_\_\_\_\_

IL Sales Tax # (copy must be attached): \_\_\_\_\_

Articles to be sold: \_\_\_\_\_

\_\_\_\_\_

# of Vendors: \_\_\_\_\_ # of Lunch Stands: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Time event begins: \_\_\_\_\_ Time event ends: \_\_\_\_\_

A copy of the City of Galena Ordinance (Section 110.36) regulating Flea Markets, Fairs and Festivals can be obtained at City Hall or by visiting our website at [www.cityofgalena.org](http://www.cityofgalena.org). Please take a moment to read and familiarize yourself with these regulations. Non-compliance with any of the provisions of this Ordinance may result in the immediate suspension and/or revocation of your permit and subject you to the penalty provisions contained therein. State Auction guidelines are also available at City Hall.

\_\_\_\_\_  
Applicant's Signature Date

City of Galena Use Only

\_\_\_\_\_  
Mayor's Signature or Designee Date

\_\_\_\_\_  
Police Chief's Signature or Designee Date