



# POP-UP PARK

February 14-16  
11 a.m. – 2 p.m.  
Vendor Application



City of Columbia 208  
S. Rapp Ave.  
Columbia, IL 62236

**Instructions:**

1. For consideration to become a Pop-Up Park vendor, organizations, businesses and individuals must complete the information below and return to the Clerk's Office. All vendors must have food/beverage items for sale.
2. Each vendor shall provide their own tent (no larger than 10'x10'), tables, chairs, equipment, change, etc. The Pop-Up Park will have a dining area.
3. Columbia Pop-Up Park hours are 11 am - 2 pm on Tuesday February 14 - Thursday February 16, 2023 on lot located at 130 S. Rapp Ave.  
Set up time begins at 10 am. Tear down will begin after 2 pm.
4. No parking is permitted in the gravel lot located at 130 S. Rapp Ave. Unless you are a food truck.
5. All vendors are required to stay open until 2 pm.
6. All vendor applications are subject to approval by the event committee. Limited space is available.

(PLEASE PRINT)

|                               |  |  |
|-------------------------------|--|--|
| Business Name:                | Tax ID # (payment coupon will be provided) |  |
| Vendor Mailing Address :      |  |  |
| Vendor Contact Info:<br>Name: |  |  |
| Vendor E-Mail:                | Phone:                                     |  |

**IMPORTANT & MANDATORY INFORMATION**

**Please describe IN DETAIL the type of food/beverage you will be serving.**

Applicant Signature

Date

**Mail this form to:**  
City of Columbia  
Attn: Event Coordinator  
208 S. Rapp Ave.  
Columbia, IL 62236

**Questions? Contact:**  
Event Coordinator  
Marla Rose  
[mrose@columbiaill.gov](mailto:mrose@columbiaill.gov)  
618-281-7144 ext. 110