



Returning Crafters Registration Until August 15, 2019  
Open Registration Begins August 16, 2019

## 26th Annual Holiday Craft & Vendor Show Contract

Saturday, November 9, 2019 from 9:00 am - 3:00 pm

Located at the Founders Community Center: 140 Oak Street, Frankfort, IL 60423

Name (Print): \_\_\_\_\_

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Special Request / Needs: \_\_\_\_\_

Please indicate your craft/vendor category: \_\_\_\_\_

*Please include a photo of the front view of your display for our set up consideration.*

Vendors that will be selling food items will need to obtain a Temporary Food Permit from the Will County Health Department. The application for the permit and all fees must be submitted to the Will County Health Department by October 21, 2019, otherwise your space will be refunded and you will not be allowed to attend the craft show.

Requirements for this permit can be found on the Will County Health Department website at this link:  
<http://www.willcountyhealth.org/Articles/temporary-fooddrink-event-establishment-permitting-2409>

A \$50 fee per 10' x 6' space is required at time of applying. Space does include a table & is limited and accepted on a first come, first paid basis. Fee includes Friday night set-up from 3-8 pm!  
\_\_\_\_\_ Please check here if you need a space with access to electricity. Electricity is limited and the fee is \$5. Vendors must provide their own heavy-duty extension cords.

**Send completed and signed contract, rules and guidelines and fee to:**

Frankfort Park District  
Holiday Craft & Vendor Show  
140 Oak Street  
Frankfort, IL 60423

**Enclosed space & electricity fee:**

Reserve: \_\_\_\_\_ Space(s) @ \$ 50.00 each / Electricity: Yes \_\_\_\_\_ No \_\_\_\_\_ @ \$ 5.00 charge

Please indicate if you will need a table: Yes \_\_\_\_\_ No \_\_\_\_\_ (not guaranteed)

Total Enclosed Amount: \$ \_\_\_\_\_

Continue on other side 

# 26th Annual Holiday Craft & Vendor Show Contract

Saturday, November 9, 2019 from 9:00 am - 3:00 pm

## RULES and GUIDELINES

1. The vendor accepts all liability for federal, state and local taxes related to the operation on the said event.
2. FRIDAY NIGHT SET-UP: you may come on Friday, November 8 between 3:00—8:00pm to set up your space. SATURDAY SET-UP—is between 7:00 - 9:00 am. No vendor will be allowed to set up before or after these hours.
3. All vendors are required to be at their table/display and sell items during all show hours on Saturday, November 9 from 9:00 am—3:00 pm. Please do not pack up early!!! If a vendor packs up early, you will not be accepted into future shows.
4. All vendors are required to remove their booth by 4:15 pm on Saturday, November 9. Vendors are required to remove all items, materials, equipment and waste from your area upon take-down.
5. Tables must be covered to the floor on three sides. All displays may not exceed the allotted booth space of 10' wide and 6' deep. Promotion of your display items must not infringe upon other vendors; therefore, when using freestanding backdrops, displays must be limited to your side and space only.
6. Altering of the Frankfort Park District facility (including cutting or driving nails or tacks into the building floors or walls) is strictly prohibited. Any damage caused to the building or provided equipment by vendors and/or their displays will be the financial responsibility of the vendor.
7. Raffle ticket sales are not permitted by any vendor.
8. The Frankfort Park District does not assume responsibility for any vendor's items at any time. All items and equipment brought onto the Frankfort Park District premises and into the Founders Community Center shall be done at the risk of the vendor.
9. Smoking and possession or consumption of alcohol on Frankfort Park District property is strictly prohibited. Smoking is permitted outside the building, off Park District property. Violation of this rule will result in the immediate tear down of your booth without a refund and the removal of your application from our files.
10. Please help advertise the show. We can email or mail you one page flyers and half page flyers. If you participate in other shows, pass our show flyers out at your display or list our show on your list of shows that you participate in with name, date and city. If you have a website or social media account, post the show.

The Frankfort Park District reserves the right to enforce the above rules and guidelines. NO REFUNDS will be issued.

**I, the undersigned, agree to abide by all the above rules and guidelines set by the Frankfort Park District.**

Signature \_\_\_\_\_ Date \_\_\_\_\_