



Returning Crafters Registration Until January 12, 2024  
Open Registration Begins January 22, 2024

Returning Vendor \_\_\_\_\_  
New Vendor \_\_\_\_\_

## 25th Annual Spring Craft Show Contract

Saturday, March 2, 2024 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 February 19, 2024, otherwise your space will be refunded and you will not be allowed to attend the craft show.

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 3-7 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  
Spring 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

# 25th Annual Spring Craft Show Contract

Saturday, March 2, 2024 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. The Park District reserves the right to limit the number of vendors with similar items. All items will be under review. We do not want to have too much of the same thing sold as it will decrease everyone's sales.
3. Sending in an application does not guarantee acceptance. Vendors not selected will be placed on a waiting list and will be notified if an opening becomes available. If not selected, your payment will be shredded. Vendors will be notified of their acceptance at least six weeks before the show date.
4. Direct sale vendors will not be duplicated. The Park District reserved the right to limit the number of vendors and deny vendors with items deemed inappropriate for a Craft Show setting.
5. FRIDAY NIGHT SET-UP: you may come on Friday, March 1 between 3:00—7:00pm 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.
6. All vendors are required to be at their table/display and sell items during all show hours on Saturday, March 2 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.
7. All vendors are required to remove their booth by 4:00 pm on Saturday, March 2. Vendors are required to remove all items, materials, equipment and waste from your area upon take-down.
8. 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.
9. 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.
10. Raffle ticket sales are not permitted by any vendor.
11. 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.
12. 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.

The Frankfort Park District reserves the right to enforce the above rules and guidelines. NO REFUNDS will be issued once acceptance letters have been issues.

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

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