



Bartlett Park District Presents

4th Annual Holiday Shopping Blitz – Craft & Vendor Show

Friday, December 8, 2017 5:30-9:30pm



APPLICATION FORM

APPLICATION DEADLINE: Wednesday, November 29th at 12 noon

CRAFT & VENDOR INFORMATION:

LAST NAME			FIRST NAME		
COMPANY NAME (IMPORTANT FOR ADVERTISING PURPOSES)			CHECK ONE THAT APPLIES <input type="checkbox"/> CRAFTER/ARTISAN <input type="checkbox"/> VENDOR/HOME BASED BUSINESS		
STREET ADDRESS					
CITY		STATE	ZIP CODE	PHONE NUMBER	
CATEGORIES (YOU MAY CHECK MULTIPLE) <input type="checkbox"/> BEAUTY/COSMETICS/SOAP <input type="checkbox"/> HOLIDAY DECOR <input type="checkbox"/> JEWELRY <input type="checkbox"/> FOOD <input type="checkbox"/> HOME DÉCOR/ACCESSORIES <input type="checkbox"/> TOYS <input type="checkbox"/> BOOKS <input type="checkbox"/> CANDLES/ESSENTIAL OILS <input type="checkbox"/> CLOTHING/ACCESSORIES <input type="checkbox"/> OTHER _____					
BRIEFLY DESCRIBE YOUR PRODUCTS FOR SALE AND GIVE A FEW EXAMPLES (FEEL FREE TO INCLUDE PICTURES)					
EMAIL ADDRESS (REQUIRED FOR CONFIRMATION)			WEBSITE ADDRESS/FACEBOOK PAGE		
BOOTH PLACEMENT: REQUEST TO BE PLACED NEXT TO ANOTHER BOOTH (END OF AN AISLE, AGAINST A WALL ETC ARE NOT GUARANTEED)					

BOOTH FEES: *Must be specified/paid for in advance at time of registration.

ITEM	DETAILS	FEES	TOTAL DUE
BOOTH FEE*	_____ BOOTH/S @ \$30 EACH	_____ X \$30 = \$ _____	\$ _____
ELECTRICITY FEE*	<input type="checkbox"/> YES, I WILL NEED ELECTRICITY	\$5 FEE	\$ _____
TABLE FEE*	_____ @ \$10	_____ X \$10 = \$ _____	\$ _____
CHAIRS	1 PER BOOTH (BRING ADDITIONAL IF NEEDED)	NO FEE	\$ FREE
TOTAL FEES			\$ _____

PAYMENT:

CHECK ENCLOSED <input type="checkbox"/> MADE PAYABLE TO BARTLETT PARK DISTRICT	
AM. EX <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> DISCOVER <input type="checkbox"/>	CARD NUMBER:
CARD HOLDERS NAME:	AUTHORIZED SIGNATURE:
EXPIRATION:	SECURITY CODE (3 NUMBERS ON BACK):
<i>A \$25 fee will be charged for returned checks.</i>	

SIGN & MAIL: Mail/Fax/E-Mail the application and payment to:

Holiday Shopping Blitz, Bartlett Park District, 700 S. Bartlett Road, Bartlett IL, 60103

For More Information Contact Josh Handelsman

Tel: (630) 540-4843 Email: jhandelsman@bartlettparks.org Fax: (630) 540-4869

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OVERVIEW	The show is intended for crafters/artisans and vendors/home based businesses. It is not to promote or offer services. For example, applications from chiropractors, newspapers, big box stores, etc. will not be accepted. This is not a home show.
FACILITY	Bartlett Community Center Gymnasium, 700 S. Bartlett Road, Bartlett IL, 60103 The show will be held in a triple court gymnasium. The Bartlett Community Center is a “G” rated facility.
BOOTH SPACES	Most Booth spaces are approximately 10’ wide and 8’ deep. We do our best to alternate similar products throughout the show. You are welcome to set up however you want within your booth space, as long as it fits inside your assigned area.
TABLES	Tables are not included but are available to rent for \$10. You are welcome to bring your own 6ft or 8ft table rather than renting. If you choose to rent a table, you must indicate that on your application. Tables WILL NOT be available to rent on the night of the event. You are required to provide your own table coverings whether you bring your own table or rent.
FEES	\$30/booth space. Tables (\$10/each) and electricity (\$5) are available for an additional fee. One chair per booth space will be provided at no charge. Please bring extra if needed. Payment must be received before the event to secure a booth. Returned Check Fee = \$25
REGISTRATION	Vendor applications will be accepted until all spaces are filled (max. 125). Registrations will be accepted on a first come, first serve basis and only one representative from a company will be accepted. For example, only one Avon booth will be accepted.
CONFIRMATION	Vendors accepted to participate will receive an e-mail confirming acceptance. No refunds will be issued for vendors who cancel.
SET UP & TAKE DOWN	The facility will be open from 3pm for check-in. Please check in at the main doors to the gymnasium. Unloading will be done through the main facility doors. After unloading, please park your vehicle away from the entrance to allow other vendors easy access to unload. Everything must be taken down and removed from the gym at the conclusion of the event on Friday evening.
WIFI	The gymnasium does not have WIFI. Please check with your cell phone provider about a mobile WIFI hotspot which will enable you to process transactions if you choose to accept credit cards.
PUBLICITY	Advertising for the show will be done through a variety of marketing channels including, but not limited to; print, social media, electronic signboards, signage, banners, online and more.
FOOD VENDORS	A food vendor will be on site selling a limited selection of food/beverages throughout the show. A list of local restaurants will be provided closer to the show.
SHOPPER DONATION	We will be encouraging shoppers to donate a \$1 admission to the show that will support the Bartlett Parks Foundation “Free To Be Me Inclusive Playground.”

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