



Bartlett Park District Presents

3rd Annual Ladies Night Out

Thursday, April 25th, 2019 6:00-9:00 pm

APPLICATION FORM

APPLICATION DEADLINE: Thursday, April 18th at 12 noon



BUSINESS & VENDOR INFORMATION:

LAST NAME			FIRST NAME		
COMPANY NAME (IMPORTANT FOR ADVERTISING PURPOSES)			CHECK ONE THAT APPLIES <input type="checkbox"/> BUSINESS <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"/> 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 FEES:

ITEM	DETAILS	FEES	TOTAL DUE
BOOTH FEE	_____ BOOTH/S @ \$40 EACH	_____ X \$40 = \$ _____	\$ _____
	_____ BAMS BOOTH/S @\$35 EACH	_____ X \$35 = \$ _____	\$ _____
ELECTRICITY FEE	<input type="checkbox"/> YES, I WILL NEED ELECTRICITY	INCLUDED	\$0
TABLE FEE	1 PER BOOTH	INCLUDED	\$0
CHAIRS	2 PER BOOTH (BRING ADDITIONAL IF NEEDED)	INCLUDED	\$0

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

Bartlett Park District, 700 S. Bartlett Road, Bartlett IL, 60103

For More Information Contact Nick Serritella

Tel: (630) 540-4895 Email: nserritella@bartlettparks.org Fax: (630) 540-4869

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>	

OVERVIEW	The show is intended for crafters, vendors, home based businesses, and service providers.
FACILITY	Bartlett Community Center, 700 S. Bartlett Road, Bartlett IL, 60103 The event will be held in the Oak Room wing of the facility.
TABLES	A 6' or 8' table will be provided with two chairs at no extra charge.
FEES	\$40 per space/\$35 for Bartlett Area Moms members. Payment must be received by deadline to ensure space. Returned Check Fee = \$25
REGISTRATION	Vendor applications will be accepted until all spaces are filled. Registrations will be accepted on a first come, first serve basis.
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 4pm for check-in. Entering and exiting 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 Thursday evening.
WIFI	WIFI access is provided in the Oak Room wing of the community center.
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 through the Bartlett Park District.
VENDORS/SHOPPERS	Free Pizza and dessert will be provided while supplies last. The Oak Room bar will be open with a variety of drink options available for purchase.

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