

**BOLINGBROOK PARK DISTRICT  
201 RECREATION DRIVE  
BOLINGBROOK, IL 60440**

**Phone: (630) 739-0272**

**33<sup>rd</sup> ANNUAL HOLIDAY CRAFT SHOW CONTRACT**

**SATURDAY, NOVEMBER 3, 2018**

**9:00 am – 3:00 pm**

Crafters register now for the 33<sup>rd</sup> Annual Holiday Craft Show. Exhibits are limited to hand-made items only. Commercially made items or flea market items will not be accepted. There will be a limited number of spaces for jewelry, scarves, crochet items, soaps and children's dress-up for the 2018 show. All crafters must fill out a Craft Show Participation Contract. Set-up will take place on Friday, November 2, 2018 from 3:30 -7:00 pm. Each crafter will receive one chair per space and **must mail or e-mail in a picture of their booth set-up with their contract**. Spaces are limited to the first 50 space/applications received.

Please fill out completely:

NAME: \_\_\_\_\_

BUSINESS/ORGANIZATION NAME: \_\_\_\_\_

If organization, include Chairperson's name, address and phone number. PLEASE PRINT ALL NAMES. The above named participant may not display the work of any other crafter without prior notification and consent of the Bolingbrook Park District.

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE (home): \_\_\_\_\_ (work): \_\_\_\_\_ (cell): \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

EXHIBIT: Describe in detail the item(s) you will be selling. Only the craft category listed on your application may be exhibited. You **must enclose a picture of your booth set-up**. Category changes must have prior approval of the Bolingbrook Park District.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CHECK THE FOLLOWING EXHIBIT SPACE NEEDED (Spaces are assigned based on the date the application was turned in, approved and picture of booth set-up. If requesting a specific space, accommodating that request will be taken into consideration based on the date the application was processed and approved.)

- |   |        |
|---|--------|
| _____ \$45 = 8 foot x 8-foot exhibit space – no table provided  | 52690A |
| _____ \$50 = 8 foot x 8 foot space with electricity             | 52690B |
| _____ \$55 = 8 foot x 8 foot space with a table (1 table)       | 52690C |
| _____ \$60 = 8 foot x 8 foot space with a table and electricity | 52690D |

**If you need a display table for the show you should register for a space with a table.**

**Tables are not available for purchase at the event.**

**\*There will be a \$10.00 late fee charged for turning in an application after October 12, 2018**

**PLEASE READ AND SIGN THE GUIDELINES LISTED ON THE BACK**

Your signature below indicates your willingness to abide by the following guidelines, waiver and release:

1. The exhibitor accepts all liability for federal, state and local taxes related to the operation of the said exhibit.
2. **The Annerino Community Center is a smoke free environment. Violation of this rule will result in the removal of your application from our files.**
3. Set up is between **3:30 – 7:00 pm** on Friday, November 2, 2018. No participant will be admitted to set up before or after these hours. **The gymnasium will re-open at 7:45 am on Saturday, November 3, 2018.**
4. Crafters are required to display and sell items during all craft show hours and removal of items may begin no earlier than 3:00 pm on Saturday, November 3, 2018.
5. Participants are expected to be at their tables **FIFTEEN MINUTES BEFORE AND DURING ALL SHOW HOURS.**
6. **Tables must be covered to the floor in front; promotion of your craft must not infringe upon other participants, therefore, when using freestanding backdrops, displays must be limited to your side only.**
7. **No white elephant or second hand items may be sold.**
8. **The exhibitor must handcraft all finished craft items. Please submit a picture of your booth set-up with your contract.**
9. The Gymnasium will be locked after the last crafter has set up or 7:00 pm which ever comes first. The Bolingbrook Park District cannot assume responsibility for your items at any time.
10. You are required to remove your craft booth by **4:30 pm** on Saturday, November 3, 2018.
11. Crafters selected to sell at the Bolingbrook Park District Holiday Craft Show must be over 18. For the safety of other crafters & shoppers, children 10 years & under are not permitted to work or stay in your craft show space during show hours.

The Bolingbrook Park District reserves the right to enforce the above guidelines. **NO REFUNDS** will be issued for cancellations received after Friday, October 12, 2018. Any cancellation received *before Friday, October 12, 2018* will be subject to a \$20.00 service fee.

### WAIVER AND RELEASE OF ALL CLAIMS AND ASSUMPTION OF RISK

Please read this form carefully and be aware that in signing up and participating in this program/activity, you will be expressly assuming the risk and legal liability and waiving and releasing all claims for injuries, damages or loss which you or your minor child/ward might sustain as a result of participating in any and all activities connected with and associated with this program/activity (including transportation services/vehicle operation, when provided).

I recognize and acknowledge that there are certain risks of physical injury to participants in this program/activity, and I voluntarily agree to assume the full risk of any and all injuries, damages or loss, regardless of severity, that my minor child/ward or I may sustain as a result of said participation. I further agree to waive and relinquish all claims I or my minor child/ward may have (or accrue to me or my child/ward) as a result of participating in this program/activity against the Bolingbrook Park District, including its officials, agents, volunteers and employees (hereinafter collectively referred as "Bolingbrook Park District").

I do hereby fully release and forever discharge the Bolingbrook Park District from any and all claims for injuries, damages or loss that my minor child/ward or I may have or which may accrue to me or my minor child/ward and arising out of, connected with, or in any way associated with this program/activity.

I have read and fully understand the above important information, warning of risk, assumption of risk and waiver and release of all claims. If registering via fax, my facsimile signature shall substitute for and have the same legal effect as an original form signature.

As an independent contractor, I certify that all the items I sell are my own original work. I understand I am responsible for any tax liability and insurance I may wish, including public liability.

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

Please check one of the following:  yes, I will donate an item for the raffle that supports the Bolingbrook Park District's Financial Aid Program to allow children to participate in recreational programs who otherwise could not afford recreational programs.  
 no, I am unable to donate an item to help support the Bolingbrook Park District Financial Aid Program.

Send one completed contract and check or money order payable to the Bolingbrook Park District by Friday, October 12, 2018 to:  
**Bolingbrook Park District – Holiday Craft Show**  
**Attention: Christy Sorenson, Program/Event Manager**  
**200 S. Lindsey Lane**  
**Bolingbrook, IL 60440**

*All checks must be payable to the Bolingbrook Park District.*

The Annual Holiday Craft Show will be held at the **Annerino Community Center located at 201 Recreation Drive in Bolingbrook**. If you have any questions regarding the Craft Show, please call me at (630) 783-6643 or e-mail me at [csorenson@bolingbrookparks.org](mailto:csorenson@bolingbrookparks.org).