



Special Recreation's 3rd Craft & Vendor Fair

For Office Use Only:

Saturday, October 20, 2018
9:00am—4:00pm

Location:
Belvidere Park District
Special Recreation Facility
6581 Revlon Dr,
Belvidere, IL 61008



Vendor Application:

Contact Name: _____

Business Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Email Address: _____

Email will be primary source of communication for Fair organizers.

Brief Description of Items for Purchase: _____

Space:	Single Space: 6'x6'	\$35.00	<input type="checkbox"/>
	Singe/Electric Space:	\$40.00	<input type="checkbox"/>
	Double Space: 12'x6'	\$60.00	<input type="checkbox"/>
	Double/Electric Space:*	\$65.00	<input type="checkbox"/>
	Table:**	\$10.00 each	
	Total Due:		_____

Forms of Payment Accepted: Cash/Check/Visa/MasterCard
(Visa/Mastercard payment must be made in person at the Rivers Edge Recreation Center
1151 W. Locust Ave, Belvidere.)

Make checks payable to: Belvidere Park District

*Single Power Cord **6 ft. Table with Linen Table Cover (only 1 per space)

I agree to comply with "Conditions of Participation" (listed to the right of this box) of the Belvidere Park District (BPD)—Special Recreation's Craft & Vendor Fair. Submission of this application is a commitment to participate. I have read and fully understand the "Conditions of Participation," including warning of risk, assumption of risk, and waiver and release of all claims.

Signature: _____ Date: _____

Thank You!

Belvidere Park District—Special Recreation would like to thank you for your continued support of our programs & Services.

Office Use Only:

Date Received: _____ Received By: _____

Payment Type: CASH CHECK CHARGE (VISA/MC)

Application Status: ACCEPTED DENIED - reason: _____

Vendor #: _____ Setup Location: _____

Notes: _____

Conditions of Participation:

- Set up times will be: Friday, 10/19/18 from 6—8pm and Saturday, 10/20/18 from 6—8:45am. All booths must be ready for opening at 9am on 10/20.
- Each vendor must have a representative at their booth, at all hours during the fair.
- You are responsible for preparation & clean-up of your assigned area. Encroachment on surrounding booths will not be tolerated.
- Closing/Clean-up of booths will begin at 4pm on Saturday, October 20th. For the benefit of those attending the fair, every booth MUST remain open until 4pm.
- Booth placement is not on a first come, first serve basis. We will do our best to accommodate specific location requests, but they are not guaranteed.
- Payment must be submitted with application in order to secure booth space. All credit card payments must be made in person (call Katie at 815-547-5711 x14 for more information).
- Applications will be accepted until facility capacity has been met. You will be notified only if your application has been denied. Please consider payment receipt as confirmation of attendance in fair.
- Individuals are responsible for reporting earnings to both State and Federal agencies on their own, for tax purposes.
- All items for sale must be priced.
- Only 1 direct sales representative per company and/or craft type (i.e. ThirtyOne, Scentsy, crochet, ornaments, jewelry, etc) will be approved on a first come, first paid basis.
- No vendor may sell guns, knives, or items considered weapons. No disruptive items may be sold. No alcohol sales.
- Limit of 1, 6 ft table per 6x6 space.
- All vendors MUST donate an item(s) with a minimum value of \$20.00 for raffle during the Craft & Vendor Fair.
- The BPD—Special Recreation's Craft & Vendor Fair is a fundraiser to support our programs and services. No refunds will be made for cancellations or inclement weather. In the event of cancellation or inclement weather, your fees will be considered a donation.
- Vendor agrees to waive, relinquish, release and forever discharge the Belvidere Park District, including its officials, agents, volunteers and employees (hereafter collectively "District") from any and all claims for injuries, damages or loss that vendor may have or which may accrue to vendor and arising out of, connected with, or in any way associated with this participation.
- Vendor further agrees to indemnify and hold harmless and defend the District from and against any and all losses, claims, damages, liabilities, cause of actions, and expenses (including attorney fees), on account of personal injuries or death to any person or animal, or damages to property occurring, growing out of, incident to, or resulting directly or indirectly from vendor's participation in the Special Recreation Craft & Vendor Fair.