



HODGKINS PARK DISTRICT
Craft Show
A Hodgkins Fest Attraction
Saturday, August 24, 2024
9:00 a.m. to 4:00 p.m.

8997 Lyons Street—Hodgkins, IL 60525

Please fill out this page completely and mail with proper fee before August 16. Incomplete applications will be returned. All checks are payable to HODGKINS PARK DISTRICT.

Note: tables are not included in booth fees.

Name _____ Phone _____

Address _____

City/State/Zip _____

Email address _____

Description of items to be sold—be specific—use back of application if needed.

Are your items handmade? Yes No
 If no, what company do you represent? _____

of spaces _____ Space—No electricity @ \$20 each =\$ _____

_____ Space—With electricity @\$25 each =\$ _____

tables _____ Table @\$5 each =\$ _____

Total Enclosed \$ _____

Special Request

Signature _____

Date _____

HODGKINS PARK DISTRICT 2024 CRAFT SHOW

Thank you for wanting to participate in our Craft Show at the Hodgkins Park District—8997 Lyons Street, Hodgkins, IL 60525—on Saturday, August 24, 2024 from 9:00 a.m. to 4:00 p.m. Admission to the show is open to the public for free. We will also have concessions available.

Preferred method of communication with the show coordinator is via email—we should be able to respond to all email request within 24-48 hours. Phone messages will be returned on Thursday of each week.

Show coordinator: Eileen Tucker 708-354-6563x4 etucker@hodgkinspark.org

Your application and signature indicate your acceptance of the following policies and requirements for participation:

- All checks should be made payable to the HODGKINS PARK DISTRICT
- Please complete the supplication page and sign at the bottom.
- The application and show fees must be mailed directly to:
Hodgkins Park District
Eileen Tucker
8997 Lyons Street
Hodgkins, IL 60525
- All items are to be **handcrafted or vendor approved products only**—ie. No re-selling of retail items is allowed without the express consent from the show coordinator. Commercially manufactured products are limited to approved vendors/Independent Sales representatives. Examples of approved vendors: Tupperware, Avon, Mary Kay, Partylite, LuLa Roe, Tastefully Simple, etc. Approved vendors must represent a company in a home based business venture. Approved vendors need to check the appropriate box on the application.
- Booth space pricing is as follows:

-10 ft x 8 ft—no electric	\$20
-10 ft x 8 ft—WITH ELECTRIC limited availability	\$25
-8 ft table limited availability	\$5
- Your display MUST BE CONTAINED within your assigned space boundaries, ie. Tables, boxes, displays or shelving extending into the aisles or into another booth space will not be allowed.
- 2 chairs are included. Additional chairs are available at no charge—please note this on the application in the Special Request box if you need extra chairs.
- **TABLES ARE NOT INCLUDED IN THE BOOTH FEES.** Tables (8 feet long) may be rented for \$5 each, or you may bring your own table(s).
- Set up time for exhibitors in 7:00 a.m. to 8:45 a.m. Parking in the unloading areas is limited to 15 minutes—please bring in your display items and move your vehicle to the parking area BEFORE you start setting up your booth.
- ***No one will be allowed to enter/set up prior to 7:00 a.m.***
- This year's craft fair will be in conjunction with Hodgkins Fest.

- Your display setup must be completed by 8:45 a.m. Please allow ample time for your arrival to the park district and unloading and parking. All boxes, merchandise and displays must be contained within your assigned space by the time the show starts at 9, so that the aisles are cleared for the shoppers.
- In case of cancellations, no entry fee will be refunded. **No exceptions.**
- All crafters are expected to remain until the show's close (4:00 p.m.) and agree not to remove merchandise until after show hours. If an emergency arises, or if you run out of inventory, which would require you leaving the show early—you must clear your early departure with the show coordinator.
- Confirmation of receipt of your application will be made via email or phone call. **If you do not receive confirmation from the show coordinators with 10 days of your application mailing, please contact the show's coordinator so that we can track down your application.**
- A final confirmation of space assignment, door entry and unloading instructions, and crafter parking will be emailed after receiving the application.
- The Hodgkins Park District is not responsible for any loss or damage incurred at the event.
- The Hodgkins Park District has a zero tolerance policy with regards to weapons and gangs. Please note that such items, in any form, are not allowed to be sold or displayed at the show. This would include decorated knives, play guns, etc. We have the right to prohibit any display item that violates this zero tolerance policy.
- Limits are made to one single vendor of approved retail products example—only one Avon representative is allowed). Duplicate vendor/ISR applications will be returned along with their check.
- We reserve the right to have you remove items not approved on your application.
- ANY FOOD ITEMS (ie. Handmade candies, chocolates, dips mixes) sold at a crafter or vendor booth must be clearly marked with the crafter/vendor's name, address and phone number, or on a card or slip of paper provided to the customer at purchase. Crafter/vendor's must provide their own vendor's license.
- If you require special handling for loading or unloading purposes, need to have close access to the restroom, or are requesting a spot next to a certain crafter, please indicate this in the Special Request section. We will make every attempt to fulfill the special requests.
- If your application fee check is bounced, you will be assessed a \$35 NSF charge. Remittance of your application fee plus the \$35 NSF charge would then need to be made via cash or cashier's check.

Other information regarding the show:

- ✓ **This year's show is in conjunction with Hodgkins Fest.**
- ✓ We will have staff available to watch your table if you need to step away. They will not handle the merchandise or any money.
- ✓ You will need to provide your own dollies to unload your merchandise.
- ✓ Concessions are available from 9:00 a.m. to 4:00 p.m.
- ✓ Please be specific in listing the items you will be selling. This will allow us to place your booth away from similar crafters.
- ✓ If you are aware of a business that might allow us to advertise the show on their marquee or fence, please provide the contact information.
- ✓ If you are aware of folks in the surrounding suburbs that live on heavy traffic streets that might allow us to post a lawn sign on their property or mini banner on their fence, please provide the contact information.

We look forward to seeing you!