



BUFFALO  
GROVE  
PARK  
DISTRICT

# Spring Arts & Crafts Fair

Saturday, March 16, 10 am - 3 pm  
Buffalo Grove Community Arts Center

## General Information

- This application is for review purposes only.
- Submission of this application does not mean your booth has been accepted into the fair. Approval notifications will be sent to each vendor via email.
- If your application is denied, your application and payment will be shredded. Booth fees are non-refundable upon acceptance into the fair.

## Vendor Information

- Applications are handled on a first come, first serve basis.
- We will try to limit the number of vendors with a similar product in an effort to provide our patrons with variety while still allowing our vendors the opportunity for a successful show.
- Applicants are asked to submit 3 photos representative of their work with their application.
- We only allow one business per table.
- We will have a limited amount of non-retail spaces available for those interested in promoting a small business that does not fall under the traditional retail vendor category.
- We reserve the right to refuse vendors if we feel it would not be the right fit for our event.
- For direct sales participants - We will only accept one application for each direct sales product (31, Rodan & Fields, etc.). Duplicate vendors will be notified immediately and your application and fees will be shredded.
- All vendors are kindly asked to bring a door prize donation valued at a minimum of \$15 to be raffled off to our guests.
- In the unfortunate event of low vendor interest, we may be forced to cancel the fair. Applicants will be notified as soon as possible and all payments will be refunded.
- Each vendor will be given one free concessions item as well a bottle of water
- Additional information regarding the day of event details will be emails to vendors upon acceptance into the fair.

## Table space details and fees

- 8' table space - \$50
  - There is no depth to these spaces, only room for table and chairs
  - 2 chairs will be provided; however, tables will not.
- 10' x 10" booth space - \$80
  - There are no walls, barriers or pipe and drape to mark off spaces. Your space will be marked with tape.
  - 2 chairs will be provided; however, tables will not.
- 8' Non-retail table space - \$50
  - Spaces are 8' wide. All rental spaces are approximate
  - 2 chairs and a table will be provided.

There are a limited amount of 8' tables available for rental at the cost of \$10 per table. Please note all spaces are approximate and we cannot guarantee exact dimensions. If you have specific needs please let us know on your application.

If you have any questions, please email us at [aly@bgparks.org](mailto:aly@bgparks.org)



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**Vendor Application**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Please describe the items you will be selling:

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

Please provide the link (if any) to your website and business Facebook page:

\_\_\_\_\_

Type of space needed (please select one):

8' table space  
\$50

10 x10'' table space  
\$80

8' Non retail space  
\$50

Number of tables needed: \_\_\_\_\_ x \$10 = \_\_\_\_\_

Total fee: \_\_\_\_\_

**Payments, check or credit card, and application must be completed and turned in with your application. All applications are handled on a first come, first serve basis.**

Credit Card Number: \_\_\_\_\_ Exp: \_\_\_\_\_/\_\_\_\_\_

Name on Card: \_\_\_\_\_ Signature: \_\_\_\_\_

Make all Checks payable to: Buffalo Grove Park District  
Mail or pay in person or fax to: Buffalo Grove Park District Community Arts Center, 225 McHenry Road, Buffalo Grove IL 60089. Attn: Aly Stanczak. We cannot accept credit card information via email.

**Please sign the waiver on the back of this form.**

## Buffalo Grove Park District Vendor Agreement

I/We, the undersigned, hereby certify that I am/we are the sponsor(s) or appointed representatives of the organization requesting use of the facility. I/we will be responsible for the conduct and personal injury of all persons in attendance at the facility stated above. I/We hereby assume liability for any injuries, damages, or loss to the facility, equipment, and/or Buffalo Grove Park District personnel or representatives during this time and place. It is fully understood and agreed to by all parties that the sponsoring organization guarantees to indemnify and hold harmless the Buffalo Grove Park District, its public officials, employees, volunteers and agents against any and all suits of any manner which might arise as a result of the covered activities and that the sponsoring organization agrees to defend said Park District, its public officials, employees, volunteers and agents and indemnify same against any and all expenses incurred in the defense of any suit of any type arising out of the covered activity or any damages, judgments or decree which might be awarded against said District in the event that the suit should be brought as the result of the covered activity(ies), including transportation services as identified above. I have read the general rules and regulations and I understand that failure to comply with any or all rules will result in revocation of use request and may also result in refusal of future use. Photo Disclaimer: Registrants and participants of program(s) and special events permits the Park District to take photos and videos of themselves and their child/ward for publication in the program brochure, website and additional uses as the Park District deems necessary unless the registrant or participant expressly files with the Park District a written objection as to photos or videos of themselves and/or their child/ward.

I have read and agree to all the above conditions for a Buffalo Grove Park District rental.

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Signature

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Printed name

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Date