



# Summer Kick Off Craft Show Application Form

Saturday, May 14, 2022

10:00am - 2:00pm

Application Deadline: May 6 at noon

LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_

COMPANY NAME (FOR ADVERTISING PURPOSES) \_\_\_\_\_

CHECK ONE THAT APPLIES:  CRAFTER/ARTISAN  VENDOR/HOME BASED BUSINESS

STREET ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

EMAIL ADDRESS (REQUIRED) \_\_\_\_\_

**CATEGORIES (YOU MAY CHECK MULTIPLE)**

- BEAUTY/COSMETICS/SOAP     HOLIDAY DECOR     JEWELRY     FOOD
- HOME DECOR/ACCESSORIES     TOYS     BOOKS     CANDLES/ESSENTIAL OILS
- CLOTHING/ACCESSORIES     OTHER (DESCRIBE: \_\_\_\_\_ )

**BRIEFLY DESCRIBE** YOUR PRODUCTS FOR SALE AND GIVE A FEW EXAMPLES:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**BOOTH FEE:** \$20

SIGN & MAIL:  
 MAIL/FAX/EMAIL APPLICATION TO  
**SUMMER KICK-OFF CRAFT SHOW ATTN. NATALIE WOOD**  
 1685 W. HIGGINS RD. HOFFMAN ESTATES, IL 60169  
 TEL: (847)285-5561 EMAIL: NWOOD@HEPARKS.ORG FAX: (847)884-1475

## **OVERVIEW**

The show is intended for crafters/artisans and vendors/home based businesses. It is not to promote or offer services. For example, applications from chiropractors, newspapers, big box stores, etc. will not be accepted. This is not a home show.

## **LOCATION**

The show will be held at Willow Recreation Center, 3600 Lexington Drive, Hoffman Estates, IL 60192.

## **BOOTH SPACES**

Booth spaces are approximately 10' wide and 8' deep. We do our best to alternate similar products throughout the show. You are welcome to set up however you want within your booth space as long as it fits inside your assigned area.

## **TABLE**

Tables and chairs are not provided. You are required to bring your own table & chairs.

## **FEES**

\$20/booth space.

## **REGISTRATION**

Vendor applications will be accepted until all spaces are filled (max. 80). Registrations will be accepted on a first come first serve basis and only one representative from a company will be accepted. For example, only one Avon booth will be accepted.

## **CONFIRMATION**

If accepted, vendors will receive an e-mail confirmation of acceptance. No refunds will be issued for vendors who cancel.

## **SET UP AND TAKE DOWN**

Begin at 8:00am for check in. Please check in at the table at entrance to gym. Everything must be taken down and removed from the gym at the conclusion of the event.

## **WIFI**

WIFI is available.

## **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.

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