



**Holiday Craft Show Application Form**  
**Saturday, November 11, 2023**  
**10:00am - 2:00pm**  
**Application Deadline: Wednesday, November 8 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 PLACEMENT: REQUEST TO BE PLACED NEXT TO ANOTHER BOOTH (END OF AISLE, AGAINST WALL, ETC. ARE NOT GUARANTEED)

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

BOOTH FEE: \$25

SIGN & MAIL:  
 MAIL/FAX/EMAIL APPLICATION TO  
**HOLIDAY 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  
 \*CHECKS PAYABLE TO: HOFFMAN ESTATES PARK DISTRICT

## 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.

## FACILITY: HEPARKS TRIPHAHN CENTER

The show will be held in the gymnasium and multipurpose rooms at 1685 W. Higgins Rd. Hoffman Estates.

## BOOTH SPACES

Most booth spaces are approximately 8' wide and 6' 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.

## TABLES/CHAIRS

Must bring your own tables and chairs.

## FEES

\$25/booth space.

## REGISTRATION

Vendor applications will be accepted until all spaces are filled (max. 75). 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

Vendors accepted to participate will receive an e-mail confirming acceptance. No refunds will be issued for vendors who cancel.

## SET UP AND TAKE DOWN

Check in will begin at 8:30am. Please check in at the main doors to the gymnasium. Unloading will be done through the main facility doors. After unloading, please park your vehicle away from the entrance to allow other vendors easy access to unload. Everything must be taken down and removed from the gym at the conclusion of the event on Saturday afternoon.

## WIFI

The gym does not have WIFI. Please check with your cell phone provider about a mobile WIFI hotspot which will enable you to process transactions if you choose to accept credit cards.

## 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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