

## **WF BEAUTIFICATION CHRISTMAS CRAFT/VENDOR APPLICATION**

**The dates for the 2017 Christmas Craft and Vendor Show are Black Friday, November 24<sup>th</sup> and Saturday, November 25, 2017 at 10:00AM - 4:00 PM. Space size is 6 x 8 feet and the cost for a single space per day is \$20.00. Double spaces will be \$35.00 per day or both days will be \$35.00.**

**We are going to have spaces available to rent inside one of the empty stores for 4 weeks before Christmas starting with Black Friday. This will be Friday and Saturday for all 4 weeks. If you want your booth open more, you will need to discuss that with me and we will work things out. The cost for 10 days is \$100.00.**

**You may rent a space anytime during the Christmas season, starting with Black Friday, for \$20 a day. You may be in the halls or if there are enough, we will put this group in another empty store.**

**ALL PROCEEDS WILL BE USED TO PURCHASE THE FLOWERS, ETC., FOR DOWNTOWN WEST FRANKFORT. WE WILL ONLY ALLOW 1 OF EACH KIND OF VENDORS, FOR EX: Avon, Scentsy, etc, which will be on a first come basis. The show is inside the mall.**

Your name: \_\_\_\_\_

Phone: \_\_\_\_\_

Business name: \_\_\_\_\_

Address: \_\_\_\_\_

Description of your craft or business: \_\_\_\_\_

10 days before Christmas for \$100 \_\_\_\_\_

Black Friday for \$20 \_\_\_\_\_

Saturday, Nov. 25<sup>th</sup> for \$20 \_\_\_\_\_

Black Friday and Saturday for \$35 \_\_\_\_\_

Double booths for \$35 per day (number of days ) \_\_\_\_\_

I want the following dates \_\_\_\_\_

Email address: \_\_\_\_\_

You will need to bring your own tables or anything you need. There are some spaces that have electricity, you must let me know before the show and bring your own extension cords. Please be sure to list on this application the days you want to rent. Let me know if there is anything special you need and we will try to accommodate your needs.

I must have your application and money by Monday, November 20, 2017. Make checks payable to:

City of West Frankfort, memo: Garden Club

Mail to: Connie Howard, 306 E. 8<sup>th</sup> St, West Frankfort, IL 62896

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **WEST FRANKFORT BEAUTIFICATION GROUP**

### **CRAFT/VENDOR SHOW RULES**

1. ALL CRAFTERS/VENDORS MUST ARRIVE BETWEEN 8:00 AM – 9:30 AM AND BE SET UP AND READY FOR BUSINESS BY 10 AM. KEEP THE FLOOR AND YOUR AREA CLEAR FOR ATTENDEES UNTIL THE END OF THE SHOW. ALL BOOTHS MUST BE SAFE AND NOT CONSTITUTE ANY HAZARD. DRAPE ALL BOOTH OR TABLE FRONTS WHERE EXPOSED TO VIEW AND KEEP ALL PACKING MATERIALS OUT OF SIGHT.
2. CRAFTERS/VENDORS ARE RESPONSIBLE FOR THEIR MERCHANDISE IN CASE OF LOSS OR DAMAGE.
3. NO PETS, PROFANITY ITEMS, OR ANYTHING THAT IS NOT APPROPRIATE FOR A FAMILY SETTING.
4. NO NAILS, SCREWS, STAPLES, ETC. MAY BE PUT IN THE WALLS, FLOORS OR CEILINGS.

5. ALL PROCEEDS FROM THE SALES ARE YOURS. COLLECTION, REPORTING AND PAYMENT OF IL STATE TAX IS THE SOLE RESPONSIBILITY OF THE CRAFTER/VENDOR.
6. NO ONE UNDER THE AGE OF 18 CAN OPERATE A BOOTH WITHOUT AN ADULT PRESENT.

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT CONNIE HOWARD, 618-525-3084 OR EMAIL [clhretired@gmail.com](mailto:clhretired@gmail.com). I have a FB account under Connie Lynn Howard and I have created a group that keeps you up to date. Please feel free to share this application with other crafters/vendors.