

Butterfield Park District's Holiday Craft Fair & Market Vendor Application

Saturday, November 10, 2018

10:00 am-4:00 pm

21 W 730 Butterfield Rd.

Lombard, IL 60148



The Butterfield Park District is hosting its second Holiday Craft Fair & Market on November 10, 2018. Our goal is to support small businesses while providing an affordable and family friendly event to our community. Please fill out this application if you would like to be a vendor at our event.

Please return to Sara June at butterfieldevents@butterfieldpd.com

Name: _____

Business Name: _____

Address: _____

Phone Number: _____ Email: _____

Website: _____

Facebook/Etsy/Etc: _____

Detailed Description of Crafts/Products to be sold*: _____

*Please include electronic pictures of your crafts/products and/or a website with pictures.

(Information about space pricing and vendor terms and conditions are on the back of this page.)

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Vendor Application

Inside Spaces prior to 9/1/18- \$15 (one 6 foot table and 2 chairs included)

Inside Spaces after 9/1/18- \$25 (one 6 foot table and 2 chairs included)

Outside Spaces- \$10 (tables, chairs and tents are NOT included)

Electricity Access (Inside Spaces Only. Limited Availably) - \$5

All Vendors must provide the Park District with an item/basket/gift card worth at least a \$20 to use for our Raffle.

Vendor Information, Terms and Conditions:

- All vendor registrations are subject to approval by the Butterfield Park District. Vendors will receive vendor contract and payment form upon approval.
- Vendor spaces will be assigned prior to the fair, and will be determined by the order that contracts and payments are received. Every effort will be made to place vendors in advantageous space and apart from others selling similar items.
- Only one of each type of "consultant" companies will be accepted. Example: Avon, Thirty-One, Jamberry, Tastefully Simple, Etc.
- Booths must be attended at all times for the safety and care of your items. The Butterfield Park District is not responsible for lost, stolen or damaged merchandise or display items.
- Vendors must be set up by 9:45 am the day of the event and CANNOT be cleaned up until 4:00 pm. Set up will start at 7:30 am.
- Only one business/vendor per table.
- All registrations fees are non-refundable should a vendor cancel.
- Outdoor Vendors are required to provide their own tables, chairs and tents. Some areas might not be on level ground. All tents and canopies must be secured to the ground using weights/sand bags in case of windy weather.
- Registration fees can be paid by cash, check or credit card. If paying with a credit card, there will be a \$2 transaction fee.
- Advertising: The Butterfield Park District will be advertising the Holiday Craft Fair & Market on our website, in seasonal brochures, in our newsletter, on Facebook and Twitter, through flyers and in businesses around town. Please share though these outlets and spread the word.
- Vendors agrees to indemnify and hold harmless to the Butterfield Park District from and against any loss, expense, claims, damages, causes of action, injuries, suits or damages, suits to person or property, including attorney's fees, arising of or related to the operation of the vendors at the Butterfield Park District's Holiday Craft Fair & Market.