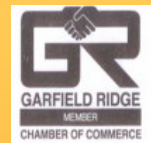


# Community EXPO



Crafts, Exhibitors, Workshops, Raffles

**GARFIELD RIDGE CHAMBER OF COMMERCE**

## Community Expo Vendor Craft Fair

**Saturday November 16, 2019 9am to 2pm**

**At The Mayfield Banquet Hall at 6072 S Archer Ave, Chicago**

Name: \_\_\_\_\_

DBA: \_\_\_\_\_

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

\_\_\_\_\_

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

Website: \_\_\_\_\_ Facebook: \_\_\_\_\_

Type of products: ☐ Fine Art ☐ Handmade ☐ Jewelry ☐ Local Artist ☐ Craft ☐ Clothing ☐ Fabric Art ☐ Food  
☐ Books ☐ Pottery ☐ Woodworking ☐ Dolls ☐ Cards ☐ Sculptures ☐ Canvas Art ☐ Illustrations Other:

\_\_\_\_\_

Donated Item: As part of the community expo, we are asking each exhibitor to donate an item to be used for raffles. Please list the item to be donated, min value \$20.00 \_\_\_\_\_

### **Entry Fee \$30.00 per space + Donation of an item**

For the application to be considered, the following must be included: Please complete the Vendor Application form and Like us on Facebook to be aware of updates.

Payment: ☐ Check ☐ Credit Card via Paypal ☐ Cash Please make checks payable to Garfield Ridge Chamber of Commerce, 6165 S Archer Ave, Chicago, IL 60638

**Please Reserve \_\_\_\_\_space(s) \$30.00 each = Total \$\_\_\_\_\_**

Name \_\_\_\_\_ Date \_\_\_\_\_

Please read page 2, Terms & Conditions in full, signature is acceptance of terms.

## Terms and Conditions

1. Setup/ Break Down: All Exhibitors must be set up and ready to sell by 9:00 am the day of the Community Expo. Exhibitors may begin setting up at 8:15 am the day of the Expo. Break down can start no sooner than 2:00pm on Saturday and must be completed by 3PM. No vendor is to close before the official closing time. Sellers are responsible for their selling spaces. \*Before leaving, be sure your area is clean and trash-free.
2. Staffing: Exhibitor tables/ booths must be manned at all times and intact until show closes at 2p.m.
3. Exhibitor Responsibility: Exhibitor will be fully responsible for any loss or damage to his or her property by theft, fire or casualty. The Chamber disclaims any responsibility for same. Exhibitors shall be responsible for any damage which may be incurred to the facilities as a result of or in connection with its operation. Each exhibitor is responsible for the conduct of his employees and/or representatives and activities must not detract from the image or welfare of the fair. Sales Tax is seller responsibility.
4. Exhibitor Spaces: Exhibitor spaces will be assigned. Placement, flow and competition will be taken into consideration to provide the best experience for fair attendees. If you have special space needs, please include your request with your application and we will make every effort to accommodate you. Spaces are reserved on a first-come first-served basis. Vendors must ensure that none of their display equipment extends beyond the space they have booked; this includes any rails, stands or additional equipment.
5. One Business per table: Only one (1) business per table; space may not be sublet or shared without prior approval of an authorized staff of the Chamber. 8' table provided, two chairs provided, space is limited to 8'x6', approx.
6. Acceptance: The Chamber reserves the right to decline any application for space if it deems such action to be in the best interest of the Arts and Crafts Fair.
7. Payment: The full payment is a non-refundable registration fee for the selected space and is due with the submission of this agreement. This fee will be used to cover advertising and other incidental costs associated with the production of this event.
8. Electricity: Electricity will be available as a first-come, first-served basis as electricity is not available at all areas. Electrical service requires an additional fee. a. Outlets are NOT guaranteed. b. Extension cords are not included in the fee and must be provided by the Exhibitor.
9. Music: Music may be provided throughout the space.
10. Tables & Chairs: Each Exhibitor may furnish his or her own chairs, tables, stands, tent or canopy. Otherwise one table and two chairs will be provided.
12. Cancellation of space: Application fees are not refundable. No refunds will be made for weather, accident, health or other causes for non-participation.
- 13. Indemnification: Exhibitor agrees to indemnify and hold harmless the Chamber 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 out of or related to the operation of the Exhibitors at the Mayfield.**