

APPLICATION INFORMATION 2019 Arts and Crafts Show

This is a juried craft show. Acceptance is based on the quality of design, workmanship, originality and booth display as depicted in your required photos.

APPLICATION REQUIREMENTS

1. This event will be held rain or shine.
2. All Artisans shall provide their own 10'x10' tent. A 'main' tent will not be provided.
3. Application deadline: July 9, 2019. Acceptance notification will occur as applications are reviewed and received.
4. No telephone inquiries regarding acceptance letters.
5. Photos: The most important tool in jurying your product(s):
 - a. Send a minimum of five (5) high-quality close up photos accurately depicting each category of your current work
 - b. Slides or CDs will not be accepted
 - c. **Only products listed on the application and depicted in photos will be allowed for display and sale**
 - d. The photo must **show the artist with their product** in different stages of development (or could be shown in more than one photo) from start to finish
 - e. One photo must show your at-home work area including your materials inventory
 - f. One photo of your booth display
 - g. Product samples are helpful (but not required) to the jury process; samples will not be returned
6. All products are to be the artisan's **own creation**. NO BUY/SELL! We encourage you to demonstrate your work to attract spectators; this will enhance understanding of your work and encourage sales. All products must be "family friendly" items.
7. A current Certificate of Insurance **is required** if you are selling food or skin care products. (See enclosed Contract for details)
8. A temporary Will County Health Department Certificate may be required for sale of food.

BOOTH REQUESTS

Please note any specific requests that you may have on the application form. We will try, but cannot guarantee all requests. Due to limited sites with electricity, consider applying as early as possible.

EXPO EXHIBITING HOURS

1. Saturday 10am-4 pm, Sunday 10am-4pm
2. Displays may be left overnight at your own risk.

APPLICATION SUBMISSION

Mail to the following address:
Connie Sychowski
24951 S Fryer St.
Channahon, IL 60410

- Fully completed application
- Signed and dated contract
- Signed and dated Work Certification and Hold Harmless Statement
- All Photos
- Application fee as check payable to Channahon Citizen Police Alumni Association.

Last Name _____

First Name _____

Company _____

Address _____

City _____

State _____ Zip _____

Phone _____

Cell Phone _____

Email _____

Website _____

Provide a brief description of your product(s):
Only product(s) listed on this application will be allowed for display and sale: _____

_____ Primary Product to be juried: _____

If we cannot accommodate your entry due to space limitations, would you consider being a stand-by? Circle One: Yes No

OFFICE USE ONLY

Electricity _____ Booth # _____

of Spaces _____ Table/chairs _____

- Contract
- Insurance
- Workshop Picture
- Poster Display
- Booth Display Picture
- Work in Progress Picture
- Payment

Application Fees:

10' x 10' 1st space \$30.00/one day or \$40.00/two days \$ _____

10' x 10' 2nd space \$10.00/one day or \$15.00/two days \$ _____

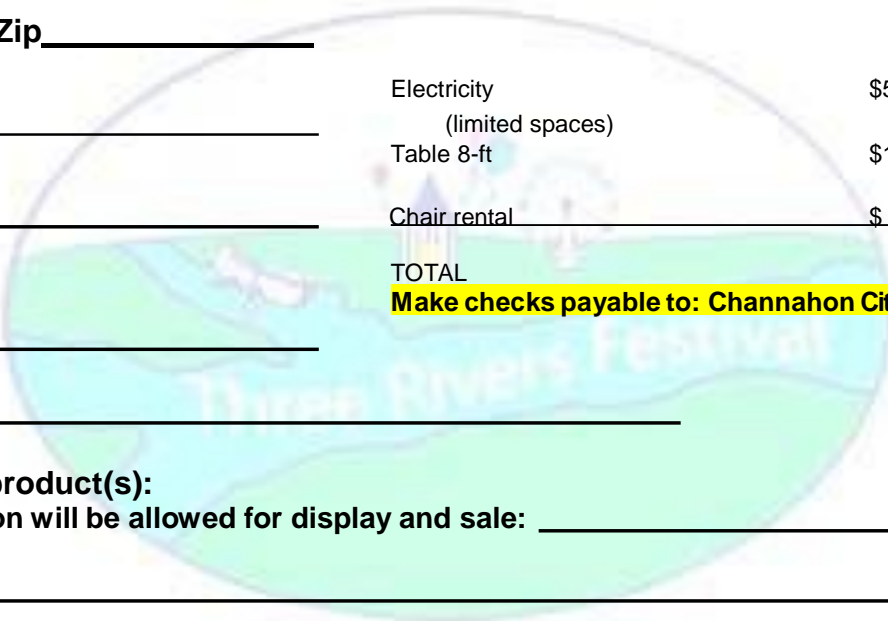
Electricity (limited spaces) \$5.00 \$ _____

Table 8-ft \$10.00 \$ _____

Chair rental \$ 2.00 \$ _____

TOTAL \$ _____

Make checks payable to: Channahon Citizens Police Alumni Association



Arts and Crafts Show Contract

1. The crafter who designs the work and is a principal of the business is highly encouraged to be present during exhibiting hours of the festival to show their work; however, a representative of your choosing to showcase your work will be allowed.
2. Crafters may not sublet or apportion space to another person or business.
3. All work must be original, completely finished and created by the undersigned crafter. No imports, kits, items made from kits or resale products may be displayed or sold. Anyone found selling buy-sell will be closed and expelled from the fest.
4. An application is a commitment to show. No full refunds will be given after the acceptance notice is sent.
5. Crafters may only show work typified by photos submitted.
6. All applications shall be reviewed, juried and screened prior to acceptance. Any media NOT approved during the application process shall be removed. Separate photos for each category to be displayed must be submitted. Crafters may only sell work shown in submitted photos.
7. A Certificate of Insurance which provides proof of general business liability insurance in the amount of \$1,000,000 **is required by all Food and Skin product Vendors**. Your name and company which you represent must be on this certificate and the dates of the festival must be covered. Your Certificate of Insurance must be submitted no later than **July 31, 2019**. The Certificate of Insurance must list the Channahon Park District and the Channahon Citizen Police Alumni Association as additionally insured.
8. The Crafter's booth must be open and staffed during all exhibiting hours. Anyone arriving late, leaving before closing or breaking down during festival hours may be asked to leave. If you sell out, you must remain, show samples and take orders for shipping.
9. Crafter's booth must not interfere with adjacent exhibits in any way.
10. All Crafter's are responsible for keeping their area clean during festival hours, including final clean-up at the end of the festival. All displays should be neat and clean.
11. All extension cords used at the festival must be the heavy-duty, three prong type. No two prong extension cords are allowed. No generators.
12. State sales tax for the weekend must be paid according to the Illinois Department of Revenue collection agent's guide sheets.
13. Crafters shall be liable for delivery, handling, erection and removal of their displays and materials.
14. Crafters found in violation of any of the items in this contract may be excluded and have their exhibits removed from the current and/or future Festivals at the sole discretion of the Channahon Three Rivers Festival. No refunds will be provided. Channahon Three Rivers Festival may require the removal of items considered to be in violation of these conditions and reserves the right to make final interpretation of all conditions.
15. This contract constitutes the entire agreement between Channahon Three Rivers Festival and the Crafter and no modification shall be valid unless in writing and signed by the parties or their representatives.
16. Failure to follow these rules will result in immediate termination of your participation in the Festival.

Signature of Crafter

Date

WORK CERTIFICATION STATEMENT

Please read, sign and **RETURN THIS SHEET** with your Arts and Crafts Show Application

I hereby certify that all items exhibited in the Arts and Crafts Show are individually hand-crafted items, created by the undersigned crafter. The undersigned further understands that no imports, kits, resale products, manufactured items are permitted.

The undersigned hereby certifies that he/she understands and accepts all the rules, guidelines as set forth in the contract governing this event.

Signature of Crafter

Date

