

Community Fest!

Saturday October 6th 10a-4p

*Joyful Spirit Church 36325 Maple Ave.,
Ingleside, IL 60041*

To artists/vendors wishing to display, please read the ENTIRE document thoroughly.

Joyful Spirit Church is hosting a Community Event with ART, Live Entertainment, Antique Cars, Hands on art projects/demos, Local Authors, crafts, and more!

Spaces are available on a first-come/first-reserved basis with a limited number of spaces available.

Requirements to participate as a vendor:

- **Payment is due with application.** Make check payable to Ingleside United Methodist Church; checks will be refunded if registration is not accepted. Completely fill out and return the attached registration form to above address. No refunds.
- Any Art work must be made by the individual selling the product. Immediate family members are allowed to sell for the artist. Please be sure someone is available for customers at your display at all times.
- Vendors (that's you) are responsible for setup and take down of your own space and display. Setup starts at 7:00 am and take down begins at 4 pm. **All vendors must have their display up during the event hours of 10am-4pm.** In the event of an emergency where you must leave early, kindly make arrangements for someone to take your display down at 4pm for you. Customers count on our being open for the entire span of our event, and travel distances to attend. We don't want to let them down! If you begin tear down before 4pm, you will be charged a penalty of \$35.

- Parking areas will be marked, and you must drop and go to unload or reload, no exceptions.
- The event is in a grassy area and the grounds may not be perfectly level so please be prepared to adjust your display accordingly, without damage to the property. Tents must be weighed down with at least 25lbs on each leg, in the event that it is windy. No electricity available.
- **Each space is a 10x10 foot area** and will be assigned in an effort to keep the booths and types of artwork spread evenly throughout the event.
- **When you arrive for setup, you must first register with Event Manager.** Registration begins at 7:00am. All artists must be registered by 8:30 am on Oct 6th, 2018. If you are not registered by 9:00am, you forfeit your space without refund. Event Manager will begin calling those put on the waiting list at 8:45 am if spaces are made available.
- Spaces are reserved on a first come/first reserved basis. If your form is received after all spaces have been reserved, you will be notified via phone or email and you will be put on the waiting list if you request. The waiting list will be called if a space opens up due to cancellation or no show.
- Sellers are responsible for their sales. Sellers are also responsible for running their own credit cards if they are accepting credit, and are responsible for bringing enough cash and change to make change throughout the day.
- Sellers are responsible for collecting and paying their own sales tax.

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Joyful Spirit Vendor Registration Form

Saturday October 6th 10a-4p Space Reservation/Registration Form
(submit with payment)

Saturday: October 6, 2018

Setup Time: 7:00 am

Event Open to the Public from 10 AM - 4 PM

Price per booth for Church Members

\$25.00 early birds, after Aug. 1st members pay \$35

Non-Member Pricing

\$35 for early birds - after August 1st pay \$45

Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

Email: _____

What are you selling _____

No tables, canopy, electric, or fixtures are provided for this event.

of spaces _____ @ Price _____ = _____ (Total)

Cash or Check

Questions? Please contact gmondie@gmail.com with the subject line C
COMMUNITY FEST! or call 847.987.3088.

I have read, understand and agree to the requirements and conditions to
participate in this 2018 event.

Signature _____

Date: _____