

Bartlett Park District Presents



**5<sup>TH</sup> Annual Ladies Night Out**  
Thursday, October 14th, 2021 6-9 pm

**APPLICATION FORM**

APPLICATION DEADLINE: Thursday, October 7th at 12 noon

**BUSINESS & VENDOR INFORMATION:**

LAST NAME			FIRST NAME		
COMPANY NAME (IMPORTANT FOR ADVERTISING PURPOSES)			CHECK ONE THAT APPLIES <input type="checkbox"/> BUSINESS <input type="checkbox"/> VENDOR/HOME BASED BUSINESS		
STREET ADDRESS					
CITY		STATE	ZIP CODE	PHONE NUMBER	
CATEGORIES (YOU MAY CHECK MULTIPLE) <input type="checkbox"/> BEAUTY/COSMETICS/SOAP <input type="checkbox"/> JEWELRY <input type="checkbox"/> FOOD <input type="checkbox"/> HOME DÉCOR/ACCESSORIES <input type="checkbox"/> TOYS <input type="checkbox"/> BOOKS <input type="checkbox"/> CANDLES/ESSENTIAL OILS <input type="checkbox"/> CLOTHING/ACCESSORIES <input type="checkbox"/> OTHER _____					
BRIEFLY DESCRIBE YOUR PRODUCTS FOR SALE AND GIVE A FEW EXAMPLES (FEEL FREE TO INCLUDE PICTURES)					
EMAIL ADDRESS (REQUIRED FOR CONFIRMATION)			WEBSITE ADDRESS/FACEBOOK PAGE		

**BOOTH FEES:**

ITEM	DETAILS	FEES	TOTAL DUE
BOOTH FEE	_____ BOOTH/S @ \$40 EACH	_____ X \$40 = \$ _____	\$ _____
	_____ BAMS BOOTH/S @\$35 EACH	_____ X \$35 = \$ _____	\$ _____
ELECTRICITY FEE	<input type="checkbox"/> YES, I WILL NEED ELECTRICITY	INCLUDED	\$0
TABLE FEE	1 PER BOOTH	INCLUDED	\$0
CHAIRS	2 PER BOOTH (BRING ADDITIONAL IF NEEDED)	INCLUDED	\$0

**SIGN & MAIL:** Mail/Fax/E-Mail the application and payment to:

Bartlett Park District, 700 S. Bartlett Road, Bartlett IL, 60103

For More Information Contact Nick Serritella

Tel: (630) 540-4895 Email: [nserritella@bartlettparks.org](mailto:nserritella@bartlettparks.org) Fax: (630) 540-4869

**PAYMENT:**

CHECK ENCLOSED <input type="checkbox"/> MADE PAYABLE TO BARTLETT PARK DISTRICT	
AM. EX <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> DISCOVER <input type="checkbox"/>	CARD NUMBER:
CARD HOLDERS NAME:	AUTHORIZED SIGNATURE:
EXPIRATION:	SECURITY CODE (3 NUMBERS ON BACK ):
<b><i>A \$25 fee will be charged for returned checks.</i></b>	

<b>OVERVIEW</b>	The show is intended for crafters, vendors, home based businesses, and service providers.
<b>FACILITY</b>	Bartlett Community Center, 700 S. Bartlett Road, Bartlett IL, 60103 The event will be held in the Oak Room wing of the facility.
<b>TABLES</b>	A 6' or 8' table will be provided with two chairs at no extra charge.
<b>FEES</b>	\$40 per space/\$35 for Bartlett Area Moms members. Payment must be received by deadline to ensure space. Returned Check Fee = \$25
<b>REGISTRATION</b>	Vendor applications will be accepted until all spaces are filled. Registrations will be accepted on a first come, first serve basis.
<b>CONFIRMATION</b>	Vendors accepted to participate will receive an e-mail confirming acceptance. No refunds will be issued for vendors who cancel.
<b>SET UP &amp; TAKE DOWN</b>	The facility will be open from 4pm for check-in. Entering and exiting will be done through the main facility doors. After unloading, please park your vehicle away from the entrance to allow other vendors easy access to unload. Everything must be taken down and removed from the gym at the conclusion of the event on Thursday evening.
<b>WIFI</b>	WIFI access is provided in the Oak Room wing of the community center.
<b>PUBLICITY</b>	Advertising for the show will be done through a variety of marketing channels including, but not limited to; print, social media, electronic signboards, signage, banners, online and more through the Bartlett Park District.
<b>VENDORS/SHOPPERS</b>	Free Pizza and dessert will be provided while supplies last. The Oak Room bar will be open with a variety of drink options available for purchase.

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