



**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>A \$25 fee will be charged for returned checks.</b>	

**OVERVIEW** This show is intended for crafters/artisans/makers & vendors/home-based businesses with take away products. It is not to promote or offer services. For example: applications from doctors, chiropractors, newspapers, big box stores, etc. will not be accepted as vendors but can seek sponsorship appearance. This is not a home show. No big box or service vendor/businesses accepted as vendors.

<b>SPONSORSHIP</b>	For sponsorship opportunities please email <a href="mailto:sfairbanks@bartlettparks.org">sfairbanks@bartlettparks.org</a> or 630-540-4834.
<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>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.

**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

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