



Bartlett Nature Center Presents
ECO Friendly Craft Fair at Fall Fest
 Saturday, October 17, 2026 10am-2pm
APPLICATION FORM



APPLICATION DEADLINE: Monday, September 21 at 12 noon or until all booths are full

CRAFT & VENDOR INFORMATION:

LAST NAME			FIRST NAME		
COMPANY NAME (IMPORTANT FOR ADVERTISING PURPOSES)			CHECK ONE THAT APPLIES: CRAFTER/ARTISAN ECO-FRIENDLY/SUSTAINABLE		
STREET ADDRESS					
CITY		STATE	ZIP CODE	PHONE NUMBER	
CATEGORIES (YOU MAY CHECK MULTIPLE) BEAUTY/COSMETICS/SOAP JEWELRY FOOD HOME DECOR/ACCESSORIES CANDLES/ESSENTIAL OILS CLOTHING/ACCESSORIES HOLIDAY DECOR OTHER _____					
BRIEFLY DESCRIBE YOUR PRODUCTS FOR SALE AND GIVE A FEW EXAMPLES INCLUDING YOUR ECO FRIENDLY APPROACH (FEEL FREE TO INCLUDE PICTURES)					
EMAIL ADDRESS (REQUIRED FOR CONFIRMATION)			WEBSITE ADDRESS/FACEBOOK PAGE		

BOOTH FEES: *Must be specified/paid for in advance at time of registration.

ITEM	DETAILS	FEES	TOTAL DUE
BOOTH FEE*	_____ BOOTH/S @ \$55 EACH	_____ X \$55 = \$ _____	\$ _____
ELECTRICITY FEE*	YES, I WILL NEED ELECTRICITY	\$10 FEE	\$ _____
TABLE FEE*	_____ @ \$15	_____ X \$15 = _____	\$ _____
CHAIRS	1 PER BOOTH (BRING ADDITIONAL IF NEEDED)	NO FEE	\$ FREE
TOTAL FEES			\$ _____

PAYMENT:

CHECK ENCLOSED				MADE PAYABLE TO BARTLETT PARK DISTRICT	
AM. EX	VISA	MASTERCARD	DISCOVER	CARD NUMBER:	
CARDHOLDERS NAME:				AUTHORIZED SIGNATURE:	
EXPIRATION				SECURITY CODE	
A \$25 FEE WILL BE CHARGED FOR RETURNED CHECKS.					

SIGN & EMAIL: E-mail the application and payment to guestservices@bartlettparks.org

SIGN & MAIL: Mail the application and payment to: Bartlett Park District, 700 S. Bartlett Rd., Bartlett, IL 60103

For More Information Contact Mike Diamond

Email: mdiamond@bartlettparks.org

OVERVIEW This unique ECO Friendly fair is intended for crafters/artisans/makers 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 opportunities. This is not a home show.

SPONSORSHIP	For sponsorship opportunities please email sfairbanks@bartlettparks.org or 630-540-4834. Sponsorship opportunities include hayrides, pumpkin patch, raffle basket, and more!
FACILITY	Bartlett Nature Center, 2054 W. Stearns Rd., Bartlett, IL 60103 The fair will be held inside the Nature Center. The Bartlett Nature Center is a “G” rated facility.
BOOTH SPACES	Most booth spaces are approximately 8’ wide and 6’ deep. We do our best to alternate similar products throughout the show. You are welcome to set up however you want within your booth space, as long as it fits inside your assigned area.
TABLES	Tables are not included but are available to rent for \$15. You are welcome to bring your own 6ft or 8ft table rather than renting. If you choose to rent a table, you must indicate that on your application. Tables WILL NOT be available to rent on the night of the event. You are required to provide your own table coverings whether you bring your own table or rent.
FEES	\$55/booth space. Tables (\$15/each) and electricity (\$10) are available for an additional cost. One chair per booth space will be provided at no charge. Please bring extra if needed. Payment must be received before the event to secure a booth. Returned Check Fee = \$25
REGISTRATION	Applications will be accepted until the deadline or until all spaces are filled (max. 20). Registrations will be accepted on a first-come, first-serve basis.
CONFIRMATION	Crafters accepted to participate will receive an email confirming acceptance. No refunds will be issued for cancellations.
SET UP & TAKEDOWN	Please check in at the main desk at the nature center. Unloading 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 nature center after the event ends on Saturday afternoon.
WIFI	The nature center does not have WIFI. Please check with your cell phone provider about a mobile WIFI hotspot that will enable you to process transactions if you choose to accept credit cards.
PUBLICITY	Advertising for the show will be done through various marketing channels, including but not limited to print, social media, electronic signboards, signage, online and more.
FOOD VENDORS	A food vendor may be on site selling a limited selection of food/beverages throughout the show.

SIGN & EMAIL: E-Mail the application and payment to guestservices@bartlettparks.org
SIGN & MAIL: Mail the application and payment to: Bartlett Park District, 700 S. Bartlett Road, Bartlett IL, 60103 For More Information Contact: Mike Diamond
 Email: mdiamond@bartlettparks.org