

# CRAFT SHOW APPLICATION

DECEMBER 7, 2019  
10 A.M. – 3 P.M.  
STARLINE FACTORY  
HARVARD, IL 60033

PRESENTED BY: CITY OF HARVARD EVENTS COMMITTEE



10X10 BOOTH-\$25.00     CHECK HERE TO RESERVE ELECTRIC  
(LIMITED ELECTRIC SPOTS AVAILABLE)  
(MUST SUPPLY YOUR OWN TABLE)

BUSINESS NAME: \_\_\_\_\_

TAX ID OR SS#: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

EMAIL: \_\_\_\_\_

PLEASE LIST ITEMS TO BE SOLD:

---

---

---

## EVENT RULES & GUIDELINES:

1. First right of refusal for vendors that attended the previous year, application must be in with payment by November 15, 2019.
2. A donation of product will be required by each vendor for raffle item. (value up to \$15).
3. All booths must have an adult 18 years of age or older present at all times.
4. Seller must provide a tax ID number or Social Security # before event. (Contact Illinois Dept. of Revenue for Tax ID: Rockford 815-987-5210 or Des Plaines 847-294-4200 or online at [www.revenue.state.il.us/Business/register.htm](http://www.revenue.state.il.us/Business/register.htm))
5. If you are selling prepared foods, you are solely responsible for following McHenry County Health Department rules and obtaining a Health Permit. (815-368-2040)
6. Direct Sales Representatives must have product available for sale or order, not just a display to book shows.
7. We will have people on hand to assist with needs that arise or to staff your booth if you need a lunch or bathroom break.
8. Exhibitors must supply their own tables, chairs, and other display items.
9. There are NO REFUNDS. The show goes on even if there is inclement weather.

## SET-UP:

1. Set-up begins at 8:30 a.m. and must be finished by 10:00 a.m.
2. You have 15 minutes to unload your vehicle. **Please move your vehicle-then set up.**

## CLEAN UP:

1. The event concludes at 3 p.m. All vendors must be broken down and out of the building by 4 p.m.
2. Exhibitors are responsible for clean-up of space. All garbage must be removed and all spaces must be left as they were found.

## RELEASE:

I agree to fully release and forever discharge the City of Harvard; all members of the City of Harvard Events Committee; Starline Building owners; members or representatives of the above from any and all liabilities for injuries, damage, or loss from attendance or participation in respect to Christmas in Harvard.

I certify that I am at least 18 years old and agree that an adult 18 years of age or older will be present at all times.

I certify I have read and I accept the Rules and Guidelines for the Christmas in Harvard Craft Show and that failure to do so may result in termination of this contract with recourse by the participant.

I understand refunds will not be issued for cancellations within seven days of the event or weather-related cancellations.

The Committee reserves the right to assign space as necessary and retains the right to revoke or refuse to grant space at any time.

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Return completed, signed application and payment to: Harvard Events Committee, P.O. Box 310, Harvard, IL 60033. For more information call 815 943-6468.