



# CRAFT FAIR

## Attention all crafters!

Bring out your best homemade items and join us for our annual Craft Fair at the Salt Creek Sports Center. A 10x10 space is provided. You can bring your own table or rent an 8 foot table from us. One Lunch is included in the fee. Additional lunches can be purchased for \$10/each. Space is limited, so please register early! Masks may be required inside the building for all vendors & shoppers.

**Saturday, November 18**

**9:00am-2:00pm**

**Salt Creek Sports Center  
647 Consumers Avenue in Palatine**

**103200-01**

\$45 – Table, two chairs, and electricity

**103200-02**

\$35 – Table and two chairs

**103200-03**

\$25 – Bring your own table and chairs

Call Kelly Sisco for more information at  
(847)259-6890 ext. 111

Or visit us online at [www.saltcreekpd.com](http://www.saltcreekpd.com)



# Craft Fair

Salt Creek Sports Center  
647 Consumers Ave. Palatine, IL 60074

**Saturday, November 18**

**9:00am-2:00pm**

**EXHIBITOR/VENDOR SPACE APPLICATION**

**\*\* PLEASE NOTE: THIS IS NOT A CONTRACT FOR SPACE, IT IS AN APPLICATION \*\***

Please mark your table choice below:

- \_\_\_\_\_ \$35 per 10x10 space which includes an 8 foot table and 2 chairs  
\_\_\_\_\_ \$25 per 10x10 space: bring your own table & chairs  
\_\_\_\_\_ \$45 for 10x10 space which includes 8 foot table, two chairs and electricity

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

NAME OF APPLICANT: \_\_\_\_\_

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

TELEPHONE: \_\_\_\_\_ CELL: \_\_\_\_\_

FAX: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

PRODUCTS YOU INTEND TO EXHIBIT/SELL: \_\_\_\_\_

**\*\* Please attach photographs of products or displays \*\***

Please read this form carefully and be aware that in registering yourself or your minor child/ward for participation in Salt Creek Rural Park District's programs you will be waiving any and all claims for injuries you or your child/ward might sustain. I acknowledge that there are certain risks of physical injury to participants in the Salt Creek Park District's program(s), and I agree to assume the full risk of any such injuries, damages or loss regardless of severity which I or my child/ward may sustain as a result of participating in any activities connected or associated with any such program(s). I hereby fully release and discharge the Park District, its officers, agents, servants and employees from any and all claims from injuries, damage or loss which may occur due to the participation of myself or my child/ward in any Salt Creek Rural Park District program(s). I further agree to defend, indemnify and hold harmless the Park District its officers, agents, servants and employees from any and all claims resulting from injuries, damages and losses sustained or arising out of, connected with or in any way associated with the activities of any program(s) that myself or my child/ward participated in. I also understand that photographs and videos are periodically taken of participants while they are engaged in programs, special events and park activities. I give my permission to Salt Creek Park District to use these photos in future publications. **THE SALT CREEK RURAL PARK DISTRICT HAS MY PERMISSION TO OBTAIN EMERGENCY MEDICAL ATTENTION WHEN REQUIRED. I HAVE READ AND FULLY UNDERSTAND THE ABOVE DETAILS AND WAIVER, I RELEASE ALL CLAIMS.**

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Name as it appears on card: \_\_\_\_\_ Visa \_\_\_\_\_ MasterCard \_\_\_\_\_ Discover \_\_\_\_\_

Credit Card #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Signature to approve use: \_\_\_\_\_ Date: \_\_\_\_\_

Please complete and return form to: The Salt Creek Park District, 530 S. Williams Avenue, Palatine, IL 60074.

Attention: [ksisco@saltcreekpd.com](mailto:ksisco@saltcreekpd.com) 847-259-6890 ext. 111 847-259-9975 (Fax)

Rose Park Administrative Building  
530 S. Williams Ave.  
Palatine, IL  
(847) 259-6890



Salt Creek Sports Center  
647 Consumers Ave.  
Palatine, IL  
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**Craft Fair**  
**Salt Creek Sports Center**  
**647 Consumers Ave., Palatine, IL 60074**  
**Saturday, November 18**  
**9:00am-2:00pm**

Please read this information sheet carefully. It should answer any questions you may have about the Craft Fair. If you have any additional questions, please call or email Kelly Sisco at 847-259-6890 ext. 111 or email [ksisco@saltcreekpd.com](mailto:ksisco@saltcreekpd.com).

1. The Salt Creek Park District reserves the right to choose exhibitors by compatibility to the seasonal nature of the event and by the quality of their offerings. Once your application is submitted, you will be notified one way or another if you are selected to participate in the event. Spaces are awarded on a first come first serve basis. **All applicants will know one week after submitting their information as to whether or not they have been selected.**
2. For \$45 exhibitors will be provided a 10x10 space, 8 foot table, two chairs and electricity (4 spaces available). For \$35 exhibitors will be provided a 10x10 space, 8 foot table, and two chairs. If the exhibitor wishes to provide their own table and chairs, the 10x10 space will be \$25. **One lunch is included with the registration. Additional lunches can be purchased for \$10/each.**
3. Setup is at **7:30 or 8:15am**. Your time will be assigned to you and you will be notified of your specific time as it gets closer to the event. Event staff will be on site to help vendors unload their vehicles. We cannot guarantee a staff member will be available for every vendor. Please be prepared to unload your products. We will supply carts to use.
4. Individual vendors are responsible for all items brought to the sale and will handle all transactions at their table. The Salt Creek Park District will not provide any change. At least one person must be supervising their space, including any money and all items up for sale, at all times. If vendors will be bringing their children, the child must stay with them at their table and not wander around.
5. Exhibitors may distribute literature, perform service and obtain future business leads but may not solicit and/or accept donations or sell raffle tickets of any kind.
6. Salt Creek will limit the number of business distributors at the Craft Fair. Of those businesses, only one per company will be accepted into the event. It is based on a first come, first served basis. These companies include Mary Kay, Pampered Chef, Herbalife, etc. The focus of this event is to exhibit homemade goods and products.

7. No voice or sound amplification shall be used by exhibitors. Exhibitors may not engage in selling or demonstrations outside their contracted space.
8. Exhibitors may not sub-lease any part of their space or exhibit any merchandise or service not specified in the original application.
9. The Salt Creek Park District reserves the right to require any exhibitor to vacate their space in the event, the SCPD, in its sole discretion, determines that the exhibition space is being used in violation of the event rules and regulations or in the event that the exhibitor is not utilizing their exhibition space in accordance with the goals, objectives and best interest of the event.
10. Salt Creek Park District staff will be wearing staff shirts. Please do not hesitate to ask questions. They are there to make the day go as smoothly as possible. Event staff will be available to assist with loading in the morning and the afternoon, however, we cannot guarantee a staff member will be available to help everyone. All items must be cleaned up no later than 3pm.
11. A food menu with meal options will be provided to accepted vendors closer to the event. Orders must be placed in advance, orders will not be taken during the event. Food and beverages will be provided by RoccoVino's.
12. All shoppers will be given a raffle ticket for a chance to win a prize of their choice. We are asking all vendors to donate a prize to our raffle. Please confirm your raffle donation with Kelly by **Friday, November 3<sup>rd</sup>**.
13. While extensive advertisement will be done to promote this event, including an advertisement in the newspaper, promotion in our brochure, e-mail blasts, postings around town, and flyer distributions, we do not guarantee that profits will be generated from this event. No refunds will be issued for lack of generated profits or low attendance.
14. The Craft Fair is open to shoppers beginning at 9:00 a.m. Please be set up by this time. Please understand that early shoppers do come; we make attempts to discourage this, but there are no guarantees.
15. The Salt Creek Park District assumes no liability for the personal injury or the loss or damages to any property of the concessionaires, exhibitor or patron, due to theft, fire, tornado, weather conditions or other causes.

