



Joliet West Band Boosters Vendor Application

Business Name: _____
 Name: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Primary Phone: (____) _____ Secondary Phone: (____) _____
 Email Address: _____
 Description of product: _____

The event will be held on Saturday February 4, 2012 from 4p.m. – 7:30p.m. at the Joliet West High School, 401 Larkin Ave., Joliet, IL 60435. The vendor marketplace will be held in the hallways along with our Spaghetti Dinner Fundraiser in the adjacent cafeteria.

A \$15.00 fee, per space, is required at time of applying. The space will be able to accommodate one 6'- 8' table, and is limited to one exhibitor per space, accepted on a first come, first paid basis. Tables will **not** be provided, but are available to rent for a small fee of \$12.00.

All vendors are required to donate a raffle prize valued at \$25.00 or more to be displayed on our raffle table during the show and dinner to our attending guests. The raffle table and tickets sales will be handled by our Band Booster volunteers.

To maintain the integrity of the show, please send (3) photos of your craft/product with your application, your payment, and (1) business size, self addressed stamped envelope (at least .88 in postage) Photos may be emailed to long1412@comcast.net

Applications must be received for approval by January 16, 2012. Raffle Prizes are due by January 23, 2012. There will only be one type of specific product vendor allowed and will be accepted on a first come first paid basis.

_____ Initial here if you prefer a space with access to electricity. Exhibitors must provide their own heavy-duty extension cord. Electricity is on a first come, first paid basis.

No. of spaces _____ @ \$15.00 per space = \$ _____
 No. of tables _____ @ \$ 12.00 per table = \$ _____

Total amount due= \$ _____

Send completed forms, photos, **a self-addressed stamped envelope**, and check made payable to Joliet West Band Boosters:

Joliet West Band Boosters
 C/O Michelle Long
 1412 Timberline Drive
 Joliet, IL 60431

Questions? Contact Michelle Long at 815-773-1007 or email at long1412@comcast.net



Joliet West Band Boosters Guidelines and Rules

1. The exhibitor accepts all liability for federal, state, and local taxes related to the operation of the said event.
2. Set up is between 3p.m. and 4p.m on Saturday February 4, 2012. No exhibitors will be permitted to set up before or after these hours.
3. All exhibitors are required to be at their tables/display, and sell items during all show hours on Saturday, February 4, 2012 from 4p.m. to 7:30p.m. Please do not pack up early!!! Like any other business- posted hours of operation are vital. We ask that you keep your commitment to us as well to the customers attending the vendor show and Spaghetti Dinner.
4. All exhibitors are required to remove his/her vendor booth by 8:30 p.m. on Saturday February 4, 2012. Exhibitors are required to remove all items, materials, equipment, and waste from your area upon take-down.
5. Altering of the facility (including cutting or driving nails or tacks into the building floors, walls, or tables) is strictly prohibited. Any damage caused to the building or provided equipment by exhibitors and/or the displays will be the financial responsibility of the exhibitor.
6. Table must be covered to the floor in front.
7. Raffle ticket sales are not permitted by any exhibitor.
8. Handmade and commercial items will be permitted. No white elephant or second hand items may be sold. The Joliet West Band Boosters reserves the right to limit the number of vendors that will be allowed to sell similar items i.e. jewelry.
9. The Joliet West Band Boosters does not assume responsibility of any exhibitor's items at any time. All items and equipment brought onto the premises shall be done at the risk of the exhibitor.
10. Smoking and possession or consumption of alcohol on the school property is strictly prohibited. Violation of this rule will result in the immediate tear down of your vendor/craft booth without a refund and the removal of your application from our files.
11. Please help advertise the show! We can email you one page flyers. If you participate in other shows, pass our show flyers out at your display, list our show on your list of shows that you participate in with name, date, and city, or if you have a website- post our date on it. Advertise it to your friends on Facebook. We will have our event and a list of participants on The Joliet West Band Booster website along with a Facebook event page. Please invite your friends to join us!

The Joliet West Band Boosters Organization reserves the right to enforce the above rules and guidelines. NO REFUNDS will be issued for cancellations.

I, the undersigned, agree to abide by all the above rules and guidelines set by the Joliet West Band Boosters.

Signature: _____ Date: _____

I will not hold Joliet West High School Band Boosters, Joliet West High School, or the craft show organizers responsible for any loss, damage, theft, sales, or lack thereof. I understand that no refund will be given.

Signature: _____ Date: _____

