



We are looking forward to our Annual Plainfield Fest and welcome you to participate in our Craft Vendor Show on the Village Green!

**Date:** June 29 & 30, 2024      **Set Up:** 8am–10am      **Show Hours:** Saturday 10am-5pm  
Sunday 10am-4pm

Space size is 10 x 10 within an outdoor tented area provided by the vendor. Table, tent and chairs are the responsibility of the vendor. Applications must be received no later than June 8<sup>th</sup> 2024, or until all spaces are filled. All exhibitors must keep their booths open from 10am-5pm Saturday & 10am-4pm Sunday. Any vendors leaving early will not be invited to return to subsequent events.

10 x 10 Booth Space @ \$100 each includes both days.

Location of the show is outdoors in the Village Green Park, in downtown Plainfield at the Fest with great exposure for everyone. Participation is open to Crafters. Booth numbers will be assigned by the Committee to allow for the greatest variety of crafters possible.

All vendors will be notified in writing of their booth assignment no later than June 14<sup>th</sup>, 2024. Any further instructions regarding load in of items will be included in that notification.

**Make checks payable to PLAINFIELD RIVERFRONT FOUNDATION.**

Checks will be returned if not correctly completed and your spot in line of preference will be lost.



Completely fill out **BOTH PAGES** of the application and mail with entry fee to  
**PLAINFIELD RIVERFRONT FOUNDATION,**  
**Craft Fair Committee, P.O. BOX 358, Plainfield, IL 60544.**  
Or make payment with PayPal and email application  
**For more information, Email: [info@plainfieldfest.org](mailto:info@plainfieldfest.org)**

Exhibitor hereby covenants and agrees to protect, indemnify, save and keep harmless Plainfield Riverfront Foundation, its agents and/or employees against and from all claims, losses, costs, damages, or expenses or any kind or nature, whatsoever arising out of or from (i) any accident or occurrence in, on, or at the Craft Show locations; and (ii) any act or omission of Exhibitors, its employees, servants, and/or invitees, (iii) any act of terrorism or any act of God. All Exhibitor personal property of any kind or description which may be at any time on the Craft Show premises shall be there at Exhibitors sole risk and the organizer shall not be liable for any damages to said property caused in any manner whatsoever. Exhibitor guarantees and warrants to the Plainfield Riverfront Foundation that each item it places in the show for sale are legal to be sold in Will County, State of Illinois and that any applicable sales taxes are for the account of the Vendor. Exhibitor agrees to follow all rules and regulations promulgated by the Plainfield Riverfront Foundation.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# EVENT GUIDELINES

- Obey all posted parking signs, this includes handicapped parking spaces during load in and load out. No vehicles are allowed to be parked in immediate proximity to your booth at any time.
  - Vendor area will NOT be adjacent to parking. You WILL be allowed to pull up to your location for unloading and then move your vehicle to designated parking spot. No assistance in bringing items to and from your vehicle is available. Vendors arriving after designated load in times will be required to be prepared to transport your items from your vehicle to the vendor row.
  - One 10x10 space is included in your fee unless notified of additional spaces. (Tent, Table & chairs are your responsibility)
  - All products displayed for sale are the property of the seller. Any sales tax required must be submitted by the seller to the State of Illinois.
  - NO early takedowns.
  - NO electricity is available in vendor area.
  - Exhibitors must properly dispose of all garbage after takedown.
  - No photographing of other exhibitor's products or booths allowed.
  - Events such as contests, drawings or give-a-ways may be conducted within your designated booth space. However, please do not encroach upon other vendor areas, spill over into the common area or play music such as to disturb the smooth administration of your neighbors' booths.
  - Any raffle or fundraising must be pre-approved through the coordinator
- \* This event will be held rain or shine. **NO REFUNDS!**

*Please be courteous and respectful to all customers, fellow exhibitors, and event staff.*

**Initial Acknowledgement of Rules:** \_\_\_\_\_

## **PLEASE PRINT ALL FURTHER INFORMATION**

Name \_\_\_\_\_

Business Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Day Phone \_\_\_\_\_ Eve Phone \_\_\_\_\_

E-Mail \_\_\_\_\_

Type of Craft/s \_\_\_\_\_

**PLEASE LIST MAJOR TYPES OF ITEMS YOU WILL BE BRINGING ON A SEPARATE SHEET AND ATTACH WITH THIS APPLICATION ALONG WITH YOUR PHOTOGRAPHS**

# of 10 x 10 Spaces needed: \_\_\_\_\_ @ \$100 = \_\_\_\_\_

Note: We will accept personal checks, however if a check is returned to us by the bank, a fee of \$25 will be assessed to you in addition to any bank fees incurred.

License Plate car #1 \_\_\_\_\_

**Show Date: Plainfield Fest June 29 & 30th, 2024**

Applications Accepted until June 8th, 2024, or until all spaces filled. Notification of booth assignment will be no later than June 14th, 2024. Booth assignments are the discretion of the coordinator "We reserve the right to accept or deny any crafts". We request primarily hand made items for the craft show. Application must include phone number and e-mail of the crafter. If no email exists, note that on the application. Set-up times, instructions and other details will be sent with the approval notice.