



Open registration begins June 19, 2017.

Received By

ROMEOVILLE RECREATION DEPARTMENT
Autumn Colors Craft Show Contract
Saturday, October 7, 2017 9:00am - 3:00pm

NEW LOCATION - Edward Hospital Athletic & Events Center - 55 Phelps Ave., Romeoville, IL

Head of Household Information*

Head of Household Last Name First Name

Business/Organization Name

Address City/State Zip

Primary Phone Secondary Phone

Birthdate (mm/dd/yy) Email Address

*Any refunds will be sent to the head of household at the above address only.

Items to be sold (please be specific)

Vendors that will be selling food items will need to obtain a Temporary Food Permit from the Will County Health Department. The application for the permit and all fees must be submitted to the Will County Health Department by September 7, 2017, otherwise your space will be refunded and you will not be allowed to attend the craft show. Requirements for this permit can be found on the Will County Health Department website at this link:

http://www.willcountyhealth.org/Articles/temporary-fooddrink-event-establishment-permitting-2409

Please include a photo of the front view of your display for our set up consideration.

- Please email me a flyer Please send me a flyer in the mail

A \$40 fee per 10' x 8' space is required at time of applying. Space does not include a table and is limited and accepted on a first come, first paid basis.

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

Send completed and signed contract, rules and guidelines, waiver, and fee to:

Romeoville Recreation Department
Autumn Colors Craft Show
900 West Romeo Road
Romeoville, IL 60446

ENCLOSED SPACE, TABLE FEE, FRIDAY SET-UP FEE:

Code: 17FCRAFT # of 10' x 8' space(s) @ \$40 per space = \$

Code: 17FTABLE # of 6' tables @ \$10 per table = \$

NEW Friday Night Set-up Code: 17FSETUP @ \$10 = \$

TOTAL Enclosed = \$

Office Use Only:

Received

Confirmation Sent

Table

ROMEOVILLE RECREATION DEPARTMENT

Autumn Colors Craft Show Contract

Saturday, October 7, 2017 9:00am – 3:00pm

NEW LOCATION - Edward Hospital Athletic & Events Center - 55 Phelps Ave., Romeoville, IL

1. The exhibitor accepts all liability for federal, state, and local taxes related to the operation of the said event.
2. FRIDAY NIGHT SET UP – If you have paid the \$10 fee, you may come on Friday, October 6 - between 5:00pm-8:00pm to set up your space.
3. SATURDAY SET UP - Saturday set up is between 7:00am and 9:00am on Saturday, October 7 at the Edward Hospital Athletic and Events Center, 55 Phelps, Romeoville, IL 60446.
4. All exhibitors are required to be at their tables/display, and sell items during all show hours on Saturday, October 7, 2017, from 9:00am to 3:00pm. 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 as to the customers attending the craft show. If you go to a store with posted hours - you expect to be able to walk in and purchase 10 minutes before closing. This is the same for our craft show; our posted hours of operation are 9:00am-3:00pm.
5. All exhibitors are required to remove his/her craft booth by 4:30pm on Saturday, October 7, 2017. Exhibitors are required to remove all items, materials, equipment, and waste from your area upon take-down.
6. Tables must be covered to the floor in front. All displays may not exceed the allotted booth space of 10' wide and 8' deep. Promotion of your display items must not infringe upon other exhibitors; therefore, when using freestanding backdrops, displays must be limited to your side and space only.
7. Altering of the Edward Hospital Athletic & Events Center facility (including cutting or driving nails or tacks into the building floors or walls) is strictly prohibited. Any damage caused to the building or provided equipment by exhibitors and/or their displays will be the financial responsibility of the exhibitor.
8. No white elephant or second hand items may be sold. The Romeoville Recreation Department reserves the right to limit the number of crafters/vendors that will be allowed to sell similar items i.e. jewelry. **Please note: there will be a limit of four handmade jewelry crafters, four commercial jewelry vendors, and four candle crafters that will be able to enter the show. This will be on a first come, first paid basis. Once these jewelry and candle spots are filled, no other jewelry crafters, jewelry vendors, or candle crafters will be allowed. We will take a waiting list in case of cancellations. There will also be a limit of 20 commercial/direct sales vendors allowed in the show. Once the 20 spots are paid for, no more commercial/direct sales vendors will be accepted.
9. Raffle ticket sales are not permitted by any exhibitor.
10. The Romeoville Recreation Department does not assume responsibility for any exhibitor's items at any time. All items and equipment brought onto the Village of Romeoville premises and into the Edward Hospital Athletic & Events Center shall be done at the risk of the exhibitor.
11. Smoking and possession or consumption of alcohol on Village of Romeoville property is strictly prohibited. Smoking is permitted outside the building, 25 feet from any door. Violation of this rule will result in the immediate tear down of your craft booth without a refund and the removal of your application from our files.
12. Please help advertise the show. We can email or mail you one page flyers and quarter page flyers. If you participate in other shows, pass our show flyers out at your display, or list our show on your list of shows that you participate in with name, date and city. If you have a web site - post our show dates on it. Every hit on your site is an advertisement for our show.

The Romeoville Recreation Department reserves the right to enforce the above rules and guidelines. NO REFUNDS will be issued for cancellations received after Friday, September 15, 2017. Any cancellation received by Friday, September 15, 2017 will be subject to a \$10 service fee.

I, the undersigned, agree to abide by all the above rules and guidelines set by the Romeoville Recreation Department.

Signature _____ Date _____

ROMEDEVILLE RECREATION DEPARTMENT — PARTICIPANT AGREEMENT

NOTE: THIS AGREEMENT MUST BE SIGNED BY ALL ADULT PARTICIPANTS AND MUST ALSO BE SIGNED BY A PARENT OR GUARDIAN OF ANY MINOR SEEKING TO PARTICIPATE IN ANY RECREATION DEPARTMENT PROGRAMS OR ACTIVITIES.

WARNING OF RISK

Despite the implementation of all reasonable precautions by the Department, an unavoidable risk of serious injury will always exist when participating in any recreational activity. Not all hazards and dangers can be foreseen. Participants and parents/guardians of minor participants must understand that certain risks and hazards will be inherent to participation in that activity, including but not limited to risks and hazards associated with inclement weather, slip and falls, overexertion and fatigue, disregarding safety rules and instructions, collision with stationary objects or other participants, poor skill level or conditioning, carelessness, horseplay, unsportsmanlike conduct, premises defects, inadequate or defective equipment, inadequate supervision, instruction or officiating. Accordingly, the Department hereby informs all participants and parents/guardians of minor participants that it is impossible for the Romeoville Recreation Department to guarantee absolute safety for all program and activity participants.

WAIVER AND RELEASE OF ALL CLAIMS AND ASSUMPTION OF RISK

I acknowledge and assume the risks of property damage, accidents, injuries (including death), loss of bodily functions, disabilities, medical disorders, pain and suffering, lost income and medical expenses that arise from participation in any program or activity offered by the Department, and my use of facilities, transportation services, premises and equipment provided by the Department. I further acknowledge that the foregoing risks may arise from my own action or inaction, the actions or inaction of other program or activity participants, the conditions under which a program or activity is conducted, or from the negligent actions or inaction (including any failure to warn) of Department personnel, contractors or service providers. I also acknowledge that from time to time, the Village of Romeoville and/or the Department may take photographs of me participating in programs or activities offered by the Department for use and publication in various publications or media, including but not limited to the Village's website, Facebook account or other social media sites or accounts, department program brochures or materials, and Village or Department informational, promotional or marketing materials, and I hereby expressly grant to the Village of Romeoville and the Department the right to use and publish such photographs as contemplated herein, all without compensation or payment for such use and publication. In consideration of being allowed to participate in programs or activities offered by the Department, or to use facilities, transportation services, premises and equipment provided by the Department, I hereby release, waive and discharge the Village of Romeoville and its officers, officials, employees, agents, volunteers and contractors (collectively, the "Releasees") from any and all liability and all claims of any kind whether for personal injury, property damage or death, arising from participation in any activity or program offered by the Department, arising from my use of facilities, transportation services, premises and equipment provided by the Department, or arising from the use or publication by Releasees of photographs of me participating in programs or activities offered by the Department, whether or not caused by the negligence of the Releasees or any of them and further covenant that I shall not sue any of the Releasees with respect to any such liability or claims. In the event that I or anyone else nonetheless makes a claim or files suit against Releasees arising out of any of the above-described matters, I will indemnify and hold Releasees harmless of and from any and all damages or judgments and costs of litigation, including attorney fees. The provisions hereof are to be construed as broadly as possible in favor of Releasees, and this Agreement as a whole shall be governed by the laws of the State of Illinois (without reference to the conflicts of laws rules thereof). If any part of this Agreement shall be ruled invalid by a court having jurisdiction, the balance shall be enforced to the maximum possible extent. I am signing this Agreement freely and voluntarily, having read and understood it and with a full opportunity to consider its substance and with the intention of fully and unconditionally assuming the risks and releasing the liabilities as described above in this Agreement.

DATE: _____

Printed Participant Name

Participant Signature