

# STEP BY STEP, INC.

## "FESTIVAL OF ARTS & CRAFTS"

\*\* \*\* \*\* \*\* \*\* \*\* \*\* \*\* \*\* \*\* Application \*\*

### HARPER COLLEGE

**LOCATION:** Harper College  
1200 W Algonquin Rd  
Palatine, IL 60067

**DATE:** November 12 & 13, 2011

**TIME:** Sat. - 9:00am - 4:00pm  
Sun. - 10:00am - 4:00pm  
**Set up time:** Friday 10:00am - 8:00pm  
Saturday 5:30am - 9:00am

**APPLICATION FEE:** \$165.00 per space  
Tables & chairs not provided  
Electricity - \$30.00  
No raffle donations required!

**SPACE:** 10' wide X 8' deep

**PAYMENT:** Check payable to **STEP BY STEP PROMOTIONS**  
*may postdate check 2 months prior to show.*  
**\*\* Separate checks for each show please**  
**\$15 charge for all returned checks**

Please Print & Fill Out Completely

Name: \_\_\_\_\_ Phone(\_\_\_\_) \_\_\_\_\_

Check if new or changed

Address \_\_\_\_\_ Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Company Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

License Plates: \_\_\_\_\_ Tax ID # \_\_\_\_\_ Trailer: Yes or No

Detailed description of Arts or Crafts (can continue on back): \_\_\_\_\_

SPACE REQUIREMENT			
10 x 8 SPACE	\$165.00	how many _____	amount \$ _____.
<b>TABLES &amp; CHAIRS ARE NOT PROVIDED</b>			
Electricity	\$30.00	yes or no _____	amount \$ _____.
(exhibitors must supply their own electric cords)			
			<b>TOTALS</b> _____
Photographs: enclosed _____ on file _____ (check one)			

Spaces & 1/2 available. Price would be \$247.50

For Office Use

Date PM \_\_\_\_\_

Date AP \_\_\_\_\_

Paid \_\_\_\_\_

Posted \_\_\_\_\_

check \_\_\_\_\_

Call with any questions or concerns **(847) 301-8543** or **(847) 877-1574**

Send check, 3 photos, signed application and self-addressed stamped envelope to:

STEP BY STEP, INC.

902 David Ln

ELK GROVE VILLAGE, IL 60007



The applicant agrees to comply with all of the following conditions by filling out the application above and signing below. **CANCELLATION POLICY:** Full refund up to 60 days prior to the show. \$25 cancellation fee 31 - 59 days prior to the show. No refund within 30 days of the show.

- \* I will display and sell only handcrafted items and only in the media described above. Any items not meeting these requirements can and will be removed by craft fair organizers without any refund of my entry fees. You may also be asked to leave the show.
- \* I understand I **must check in by 8:00am Saturday** or my space will be given away.
- \* I agree to be set up by show time and remain open until the show ends. Anyone breaking down early will not be invited back.
- \* I will notify the show coordinator in advance if I am unable to participate in the show.
- \* I agree that Licensor and Step by Step Inc. and it's officers are not responsible for any losses, property damage or personal injury that might incur.
- \* Pictures may be used for publicity purposes
- \* No over night RV Parking

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