

STEP BY STEP, INC.

"FESTIVAL OF ARTS & CRAFTS"

** ** ** ** ** ** ** ** ** ** ** Application ** ** ** ** ** ** ** ** ** ** ** ** ** ** ** ** ** Registration ** ** ** ** ** ** ** ** ** ** ** ** **

DUPAGE EXPO CENTER

LOCATION: DuPage Expo Center
4050 East Main St
St. Charles, IL 60174

DATE: November 17 & 18, 2012

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

APPLICATION FEE: \$160.00 per space
Tables & chairs not provided
Electricity - \$35.00
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: _____

IL Business or
License Plates: _____ SS # _____ Trailer: Yes or No

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

SPACE REQUIREMENT			
10 x 8 SPACE	\$160.00	how many _____	amount \$ _____.
TABLES & CHAIRS ARE NOT PROVIDED			
Electricity	\$35.00	yes or no _____	amount \$ _____.
<small>(exhibitors must supply their own electric cords)</small>			
			TOTALS _____
Photographs: enclosed _____ on file _____ (check one)			

Spaces & 1/2 available.
Price would be \$240

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 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

Signature _____ Date _____