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## Registration Form

Danville Family YMCA Craft Fair  
Danville Family YMCA Gym  
Saturday, November 20, 2021  
9:00 am-3:00 pm

### Holiday Craft Fair Vendor Application Form

The Danville Family YMCA is looking to host its first ever Craft Fair. Our hope is to raise money for Y Programs, and give our local crafters a way to showcase their crafts. We are hoping with your help and the help from our community we will be able to create a wonderful fair. Please fill out the form if you would like to participate in the fair. Also feel free to tell any other craft creators you know who may want to participate in our fair. CRAFTERS ONLY PLEASE

#### Vendor Information:

Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

#### Individual Contact Information:

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Give a brief description of your product: \_\_\_\_\_

\_\_\_\_\_

Other information you feel we should know: \_\_\_\_\_

\_\_\_\_\_

Special Space Needs: \_\_\_\_\_

\_\_\_\_\_

Exhibitor requests the following booth size and agrees to pay the following rental fee:

10" x 10' space     \$25.00 x \_\_\_\_\_ \*= \_\_\_\_\_     (\* + # spaces needed)

Table Rental: # of Tables \_\_\_\_\_ x \$10 = \_\_\_\_\_

Chair Rental: # of Chairs \_\_\_\_\_ x \$5 = \_\_\_\_\_

Electricity is available on a first come first serve basis. Vendors must provide their own electrical cords and lights.

Do you require electricity?    \_\_\_ Yes    \_\_\_ No  
If yes, add \$5 (for one plug) \_\_\_\_\_

**TOTAL:** (Total of above) \_\_\_\_\_

**For the application to be considered, the following must be included:**

- Complete the **Vendor Application** form
- Sign the **terms and Conditions** document
- Payment:

Method of payment:    \_\_\_ Check    \_\_\_ Visa    \_\_\_ MC    \_\_\_ Discover    \_\_\_ Cash  
Please make checks payable to Danville Family YMCA

Total Payment Enclosed: \_\_\_\_\_

Credit Card #: \_\_\_\_\_ Exp Date: \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_

- Mail or bring all into the YMCA by Friday, November 12, 2021  
Dina Julian  
Danville Family YMCA  
1111 N Vermilion  
Danville, IL 61832

By completing the application, you are certifying that you have read the Terms and Conditions, and will adhere to all rules and policies.

**Printed Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

Thank you for your interest in the First Annual Danville Family YMCA Craft Fair. Your registration will be confirmed by email within one week of the time we receive it. Please contact us if you have not received notification.

## Terms and Conditions

1. **Setup/Break Down:** All exhibitors must be set up and **ready to sell by 8:45 am** the day of the Craft Fair. Exhibitors may begin setting up at 7:30 am the day of the Fair. Break down can start no sooner than 3:00 pm and must be completed by 4:00 pm. No vendor is to close before the official closing time. Sellers are responsible for their selling spaces. **Before leaving, be sure your area is clean and trash free.**
2. **Staffing:** Exhibitor tables/booths must be manned at all times and intact until the Fair closes at 3:00 pm. The Danville Family YMCA is not responsible for merchandise or display materials.
3. **Exhibitor Items:** Items for sale at the Exhibitor's booth must be **predominantly homemade** by the Exhibitor. The Danville Family YMCA reserves the right to have items removed that are considered not appropriately homemade, that contains profane language, and lewd or suggestive images. Items cannot simply be purchased for resale. No garage sale items. Baked goods must be wrapped/package.
4. **Exhibitor Responsibility:** Exhibitor will be responsible for any loss or damage to his or her property by theft, fire or casualty. The Danville Family YMCA expressly disclaims any responsibility for the same. Exhibitors shall be responsible for any damage which may be incurred to the facilities as a result of or in connection with its operation. Each exhibitor is responsible for the conduct of his/her employees and/or representation and activities must not detract from the image or welfare of the fair.
5. **Exhibitor Spaces:** Exhibitor spaces will be assigned. Placement, flow and competition will be taken into consideration to provide the best experience for fair attendees. If you have special space needs, please include your request with your application and we will make every effort to accommodate you. Spaces are on a first come first served basis. Vendors must ensure that none of their display equipment extends beyond the space they have booked; this includes any rails, stands or additional equipment.
6. **One Business per Table:** only one (1) business per table; space may not be sublet or shared.
7. **Acceptance:** The Danville Family YMCA reserves the right to decline any application for space if it deems such action to be in the best interest of the Craft Fair.
8. **Payment:** The full payment is a non-refundable registration fee for the selected space and is due with the submission of this agreement. This fee is used to cover advertising and other incidental cost associated with the production of this event.
9. **Electricity:** Electricity will be available as a first come, first served basis as electricity is not available in all areas. Electrical service requires an additional fee. Extension cords and/or power strips are not included in the fee and must be provided by the exhibitor.
10. **Table & Chairs:** Each exhibitor may furnish their own chairs, tables and stands. If you wish to rent chairs and tables, please note that on the application.
11. **Cancellation of Space:** Application fees are not refundable. Danville Family YMCA is not liable if weather or other conditions prevent the Exhibitor from attending and fulfilling the contractual obligation as an Exhibitor. No refunds will be made for weather, accident, health or other causes for non-participation.
12. **Returned Checks:** If a check is returned due to insufficient funds, the exhibitor will replace it and pay any bank fees with a money order, teller's check or cash.
13. **State and Local Regulations:** Exhibitor will agree to comply with all local and state regulations including wearing a mask.

14. **Indemnification:** Exhibitor agrees to indemnify and hold harmless the Danville Family YMCA from and against any loss, expense, claims, damages, causes of action, injuries, suits or damages, suits to person or property, including attorney's fees, arising of or related to the operation of the Exhibitors at the Danville Family YMCA Craft Fair.

**Printed Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_