

STEP BY STEP, INC.

"FESTIVAL OF ARTS & CRAFTS"

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

FOREST VIEW SCHOOL

LOCATION: Forest View Educational Center
2121 S. Goebbert Rd.
Arlington Heights, IL 60005

DATE: November 10 & 11, 2018

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: \$180.00 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**
\$20 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: (required) _____ IL Tax # _____ Trailer: Yes or No

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

SPACE REQUIREMENT	
10 x 8 SPACE \$180.00 how many _____ amount \$ _____.	Spaces & 1/2 available. Price would be \$270
TABLES & CHAIRS ARE NOT PROVIDED	
Electricity \$40.00 (circle one) YES or NO amount \$ _____. (exhibitors must supply their own electric cords)	For Office Use Date PM _____ Date AP _____ Paid _____ Posted _____ check _____
TOTALS _____	
Photographs: enclosed _____ on file _____ (check one)	

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 61 days prior to the show. No refund within 60 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 forfeited.
- * 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, Step by Step Promotions 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 _____