

# STEP BY STEP, INC.

## "FESTIVAL OF ARTS & CRAFTS"

\*\* \*\* \* Application \*\* \*\* \* Registration \*\* \*\* \* \*\* \*\*

### PORTER COUNTY EXPO CENTER

**LOCATION:** Porter County Expo Center & Fairgrounds  
215 E. Division Rd.  
Valparaiso, IN 46383

**DATE:** October 21 & 22, 2017

**TIME:** Sat. - 9:00am - 4:00pm  
Sun. - 10:00am - 4:00pm  
Set up time: Friday 3:00pm - 8:00pm  
Saturday 5:30am - 9:00am

**APPLICATION FEE:** \$155.00 per space  
Tables & chairs not provided  
electricity - \$15.00  
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: \_\_\_\_\_ IN Tax # \_\_\_\_\_ Trailer: Yes or No

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

\_\_\_\_\_  
\_\_\_\_\_

SPACE REQUIREMENT	
10 x 8 SPACE	\$155.00 how many _____ amount \$ _____.
<b>TABLES &amp; CHAIRS ARE NOT PROVIDED</b>	
Electricity	\$15.00 (circle one) YES or NO amount \$ _____.
(exhibitors must supply their own electric cords)	
TOTAL\$ _____	
Photographs: enclosed _____ on file _____ (check one)	

Spaces & 1/2 available.  
Price would be \$232.50

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 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** 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 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 \_\_\_\_\_