



CRAFT FAIR CONTRACT

Sunday, March 17, 2019 11 am to 4 pm



1. Exhibitor's fee is \$30.00 for 10' X 10' space. **Make checks payable to Westwood Recreation, Inc.**
2. Exhibitor's space (10'x 10') will be reserved in order of receipt of contract and fee.
3. Tables may be rented for a \$3.00 fee per table.
4. Exhibitors are responsible for cleaning up their area. Trash receptacles are located on site.
5. There will be no available accommodations the day of the craft fair for craft vendors that did not submit a contract and fee. Unfortunately, the craft vendor would be turned away.
6. Westwood Recreation, Inc. will not carry insurance or be responsible for any personal injury or financial loss of any nature.
7. **Fee Deadline and Cancellation date are February 28th. Fees must be paid before this date to secure your space. Any vendor fees not received by deadline may result in your space being forfeited. A cancellation must be made before this date for any fee to be refunded. No fees will be refunded after February 28, 2019.**
8. Exhibitors will be allowed to setup the morning of from 8 – 10 AM.
9. Once an assignment to a booth spot has been made (which is the decision of Westwood Recreation, Inc.) NO changes to those assigned spots will be made the day of the show. Please specify below if you need specific accommodations (electricity, along a wall, etc...) on this form when you return it. We will do our best to make accommodations within our ability when we assign spacing. Electrical and wall assignments may be limited in availability.
10. You will be expected to be respectful of the host and the other vendors and stay the length of the show. Those that pack up early may not be invited back.
11. Vendors must disclose all persons utilizing vendor's space or acting on behalf of vendor. Westwood Recreation, Inc. has the right to refuse any person other than the contracted vendor access to a vendor's space.
12. Vendors will not be allowed to sell or distribute items that are deemed to be dangerous or troublesome.
13. Violation of these statements will exclude vendor from future events and may result in being asked to leave without refund.

-RETURN THIS PORTION OF FORM WITH YOUR PAYMENT-

PLEASE PRINT INFORMATION:

Exhibitor's Name/ Phone #: _____

Address: _____

E-mail Address: _____

Craft specialty _____

** We will limit the number of vendors selling the same type of items. This will be based on a first come, first serve basis.*

Total spaces requested (circle): 1 2 Electrical Outlets needed (Limited) ____ YES ____ NO (We will do our best to provide if needed)

of tables needed (\$3 rental fee per table) _____ Vendor fee total (\$30 + table rental) = _____

List of All people who will be assisting you in your booth:

Other accommodation requests to be considered:

I understand and accept the terms of this contract.

(Signature of exhibitor)

RETURN FORM AND PAYMENT TO: Westwood Recreation, Inc.
Attn: Jamie Turpin
200 Koehler Street
Grayville, IL 62844

OFFICE USE ONLY Date received contract and fee: ____/____/____