

# ARTIST APPLICATION

Business: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Business Phone: \_\_\_\_\_  
Home Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

Description of items to be sold: (the Committee reserves the right to determine whether goods or services are appropriate for the event) - Please provide a photo.

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

## All Booth Fees \$50

All fees are non-refundable. Inclement weather will not be grounds for refund.

Will you be using a pop-up canopy?  
(Shaded spots cannot be guaranteed)

Yes  No

If, yes..applicants are responsible for weighting their tents.

**Please complete and sign the reverse side of this Vendor Application.**



Downtown Crystal Lake / Main Street  
25 W. Crystal Lake Avenue  
Crystal Lake, IL 60014

# Garden Art Application and Guidelines



## Downtown Crystal Lake

*presents*

# A Garden Party

Saturday, May 10th

10am - 4pm



**Downtown Crystal Lake / Main Street**

25 W. Crystal Lake Avenue

Crystal Lake, IL 60014

(815) 479-0835 / Fax (815) 479-0884

www.downtowncl.org

email: downtowncl@sbcglobal.net

## GENERAL RULES

### Exhibit Hours:

Saturday, May 10th, 2008  
10am - 4pm

### Booth Size:

10'x10' (unless permission granted otherwise)

### Garden Art Specifications:

Original work--handmade and created by the artist. Examples of garden art include: outdoor garden sculptures, statues, fountains, whirligigs, wind chimes, etc.

### Set Up:

Exhibitors will be responsible for all booth structures, set-up, and furnishings, e.g. extension cords, signage, drapes, etc. Artists and booth participants can begin set-up at 8am on Saturday, May 10th.

Booths must be open by 10am and remain open until 4pm. No booths will be allowed to close early without prior permission from the Committee.

### Tear Down:

Participants are responsible for dismantling their booths and cleaning space before leaving.

### Facilities:

Electricity will not be available.

### Security:

Participants are responsible for the security of their goods. The Committee and event organizers accept no responsibility for stolen or damaged property, accidents or injury.

## ADDITIONAL GUIDELINES

1. Placement of the booths will be at the discretion of the Committee.
2. No participant will be allowed to set up without a signed and dated application and release.
3. The Committee reserves the right to revoke or refuse to grant space at any time, without recourse by the participant. The Committee shall not be liable to anyone for this action. Outside vendor guidelines shall be met as determined by Downtown Crystal Lake/Main Street.
4. No booth space will be granted to those wishing to express religious, moral, or political opinions. Display of information of that nature will result in expulsion from the event without recourse or refund.
5. Signage for each booth will be limited to the group or business name only.
6. Participants may display or sell only the items that have been specifically approved by the Committee.
7. No "boom boxes" or recorded music will be allowed in booth areas.
8. All fees are non-refundable. Inclement weather will NOT be grounds for refund.
9. No exclusive rights for the sale of any item will be granted.
10. No alcohol (including beer and wine) may be served.

## RELEASE

I/we, \_\_\_\_\_  
release all sponsors, co-sponsors, clubs, organizations, or individuals involved in The Garden Party from any liability, product or personal, for the duration of the event. I have read the rules and agree to abide by them. I understand that failure to comply with the rules set forth by the Committee may result in termination of this contract without recourse by the participant and the Committee shall not be liable to anyone for this action.

Signature \_\_\_\_\_

Date \_\_\_\_\_

## ENCLOSURE CHECKLIST

- Application and signed release
- \$50 Check or money order made payable to: Downtown Crystal Lake
- Include photo and marketing information about your business (i.e. brochures, ads, business cards). Or you may provide a website address for review.

Mail everything to:  
Downtown Crystal Lake/Main Street  
25 W. Crystal Lake Avenue  
Crystal Lake, IL 60014

For additional information call  
(815) 479-0835