



## Fall Craft and Vendor Show Contract

Sunday, October 19, 2025, from 10:00 am - 3:00 pm

Located at the Walker Park Rec Center: 7425 S Wolf Rd, Burr Ridge, IL 60527

\_\_\_\_ New \_\_\_\_ Returning

Name (Print): \_\_\_\_\_

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ State \_\_\_\_\_ Zip: \_\_\_\_\_

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

Please indicate your craft/vendor category \_\_\_\_\_

**Please include a photo of the front view of your display for our set up consideration**

ANY FOOD ITEMS (i.e. handmade candies, chocolate, dip mixes) sold at a crafter or vendor booth must be clearly marked with the crafter/vendor's name, address, and phone number, or on a card or slip of paper provided to the customer at purchase. Crafter/vendor must provide their own vendor's license.

A \$40 fee per space is required at the time of applying. Space includes 10' x 6' display area and 2 chairs.

**A table will also be provided on a first-come, first-paid basis.**

Reserve: \_\_\_\_ Space(s) @ \$40.00each/ Electricity: Yes \_\_\_\_ @ \$5.00 each No \_\_\_\_

Vendors **must** provide their own heavy-duty extension cords.

Please indicate if you will need a table Yes \_\_\_\_ No \_\_\_\_ (not guaranteed)

Total Amount \$ \_\_\_\_\_

### OPTION #1

**Enclose space and electricity fee: (Please make checks payable to Pleasant Dale Park District)**

**Send completed and signed contract, rules and guidelines, fee and photo to:**

Pleasant Dale Park District  
Fall Craft & Vendor Show  
7425 S Wolf Rd  
Burr Ridge, IL 60527

### OPTION #2

**Choose to pay by debit or with credit card and a park district staff member will call for the card number. Mail to above address or scan and email, completed signed contract, rules and guidelines, and photo to [lmurray@pdpark.org](mailto:lmurray@pdpark.org)**

Continue to other side.



# Fall Craft and Vendor Show Contract

Sunday, October 19th, 2025, from 10:00 am - 4:00 pm

## **RULES and GUIDELINES**

1. The vendor accepts all liability for federal, state, and local taxes related to the operation of the said event.
2. The Park District reserves the right to limit the number of vendors with similar items. All items will be under review. We do not want to have too many of the same things sold as it will decrease everyone's sales.
3. Sending in an application does not guarantee acceptance. Vendors not selected will be placed on a waiting list and will be notified if an opening becomes available. If not selected, your payment will be shredded. Vendors will be notified of their acceptance at least six weeks before the show date.
4. Direct sale vendors will not be duplicated. The Park District reserved the right to limit the number of vendors and deny vendors items deemed inappropriate for a Craft Show setting.
5. SUNDAY SET-UP - is between 8:30 – 9:45am. No vendor will be allowed to set up before or after these hours.
6. All vendors are required to be at their table/display and sell items during all show hours on Sunday October 19th from 10:00 am - 3:00 pm. Please do not pack up early!!! If a vendor packs up early, you will not be accepted into future shows.
7. All vendors are required to remove their booth by 4:00 pm on Sunday October 19th. Vendors are required to remove all items, materials, equipment, and waste from your area upon take-down.
8. Tables must be covered to the floor on three sides. All displays may not exceed the allotted booth space of 10' wide and 6' deep. Promotion of your display items must not infringe upon other vendors; therefore, when using freestanding backdrops, displays must be limited to your side and space only.
9. Altering of the Pleasant Dale Park District facility (including cutting or driving nails or tacks into the building floors or walls) is strictly prohibited. Any damage caused to the building or provided equipment by vendors and/or their displays will be the financial responsibility of the vendor.
10. Raffle ticket sales are not permitted by any vendor.
11. The Pleasant Dale Park District does not assume responsibility for any vendor's items at any time. All items and equipment brought onto the Pleasant Dale Park District premises shall be done at the risk of the vendor.
12. Smoking and possession or consumption of alcohol on Pleasant Dale Park District property is strictly prohibited. Violation of this rule will result in the immediate tear down of your booth without a refund and the removal of your application from our files.

The Pleasant Dale Park District reserves the right to enforce the above rules and guidelines. NO REFUNDS will be issued once acceptance letters have been issued.

**I, the undersigned, agree to abide by all the above rules and guidelines set by the Pleasant Dale Park District.**

Signature\_\_\_\_\_Date\_\_\_\_\_