



**REGISTRATION FORM**

Fairview Heights 50<sup>th</sup> Celebration – Heritage Day  
Fairview Heights City Hall  
Saturday, June 29<sup>th</sup>  
Noon-5:00 PM

**HERITAGE DAY  
VENDOR APPLICATION**

The Fairview Heights 50<sup>th</sup> Celebration Committee is looking to host an Arts & Crafts Fair. Please fill out the form attached if you would like to participate at our show. Also, feel free to tell any other craft creators you feel may want to participate as well.

**Company Info:**

Company Name: \_\_\_\_\_

DBA: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

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

Fax: \_\_\_\_\_ Website: \_\_\_\_\_

Facebook: \_\_\_\_\_

**Individual Contact Info:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Type of products:

- |                                   |                                     |                                      |  |
|-----------------------------------|-------------------------------------|--------------------------------------|--|
| <input type="checkbox"/> Fine Art | <input type="checkbox"/> Handmade   | <input type="checkbox"/> Jewelry     | <input type="checkbox"/> Local Artist  |
| <input type="checkbox"/> Craft    | <input type="checkbox"/> Clothing   | <input type="checkbox"/> Fabric Art  | <input type="checkbox"/> Food          |
| <input type="checkbox"/> Books    | <input type="checkbox"/> Pottery    | <input type="checkbox"/> Woodworking | <input type="checkbox"/> Dolls         |
| <input type="checkbox"/> Cards    | <input type="checkbox"/> Sculptures | <input type="checkbox"/> Canvas Art  | <input type="checkbox"/> Illustrations |
- Other \_\_\_\_\_

## Registration Form

### Fairview Heights 50<sup>th</sup> Celebration Heritage Day

List of items to be sold: \_\_\_\_\_

Other Information you feel we should know: \_\_\_\_\_

Special Space Needs:

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

**For the application to be considered, the following must be included:**

- Please complete the **Vendor Application form**
- Please sign the **Terms and Conditions Document**
- **Payment: \$50.00** – Please make checks payable to **City of Fairview Heights. Check/cash must be turned in before the day of the event.**

**FAX FORM TO 618-489-4099**

email to Cindy Guthrie at [cindyg@illinoiscenterforautism.org](mailto:cindyg@illinoiscenterforautism.org)

- OR -

**Drop it off at City Hall:**

**10025 Bunkum Road**

**Fairview Heights, IL 62208**

**Terms and Conditions**

1. **Setup/ Break Down:** All Exhibitors must be set up and **ready to sell by 11:45 AM** the day of the Arts and Crafts Fair. Exhibitors may begin setting up at **10:00 am** the day of the Fair. Break down can start no sooner than 5:00pm on Saturday and must be completed by 5:30 PM. No vendor is to close before the official closing time. Sellers are responsible for their selling spaces.  
*Before leaving, be sure your area is clean and trash-free.*
2. **Staffing:** Exhibitor tables/ booths must be manned at all times and intact until show closes at 5 p.m. City of Fairview Heights is not responsible for merchandise or display materials.
3. **Exhibitor Items:** Items for sale at the Exhibitor’s booth must be predominantly handmade by the Exhibitor. City of Fairview Heights reserves the right to have items removed that are considered not appropriately handmade. Items cannot be simply purchased for resale.
4. **Exhibitor Responsibility:** Exhibitor will be fully responsible for any loss or damage to his or her property by theft, fire or casualty. The City of Fairview Heights expressly disclaims any responsibility for same. Exhibitors shall be responsible for any damage which may be incurred to the facilities as a result of or in connection with its operation. Each exhibitor is responsible for the conduct of his employees and/or representatives and activities must not detract from the image or welfare of the fair.
5. **Exhibitor Spaces:** Space for 8 foot table. Exhibitor spaces will be assigned. Placement, flow and competition will be taken into consideration to provide the best experience for fair attendees. If you have special space needs, please include your request with your application and we will make every effort to accommodate you. Spaces are reserved on a first-come first-served basis. Vendors must ensure that none of their display equipment extends beyond the space they have booked; this includes any rails, stands or additional equipment.
6. **One Business per table:** Only one (1) business per table; space may not be sublet or shared without prior approval of an authorized staff of the Fairview Heights 50<sup>th</sup> Celebration Committee.
7. **Acceptance:** The Fairview Heights 50<sup>th</sup> Celebration Committee reserves the right to decline any application for space if it deems such action to be in the best interest of Heritage Day.
8. **Payment:** The full payment is a non-refundable registration fee for the selected space and is due with the submission of this agreement. This fee will be used to cover advertising and other incidental costs associated with the production of this event.
9. **Electricity:** Electricity will be available as a first-come, first-served basis as electricity is not available at all areas.
10. **Music:** A band will be playing at the event.
11. **Tables & Chairs:** Each Exhibitor will furnish his or her own chairs, tables, stands, tent or canopy. Space for 1 – 8’ table.
12. **Outdoor exhibitors:** All tents and canopies must be secured to the ground using weights/sand bags in case of windy weather.
13. **Cancellation of space:** Application fees are not refundable. Fairview Heights is not liable if weather or other conditions prevent the Exhibitor from attending and fulfilling the contractual obligation as an Exhibitor. No refunds will be made for weather, accident, health or other causes for non-participation.
14. **Indemnification:** Exhibitor agrees to indemnify and hold harmless the City of Fairview Heights from and against any loss, expense, claims, damages, causes of action, injuries, suits or damages, suits to person or property, including attorney’s fees, arising out of or related to the operation of the Exhibitors at the City of Fairview Heights Heritage Day - Arts and Crafts Fair.
15. **Applications:** Application forms also available at City Hall or on the City website: [www.cofh.org](http://www.cofh.org)

Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Registration Form**

Fairview Heights 50<sup>th</sup> Celebration Heritage Day

City of Fairview Heights – Heritage Day  
10025 Bunkum Road  
Fairview Heights, IL 62208

\*If paperwork is faxed or emailed, the application will not be active until the fees are received at City Hall.

By completing an Arts & Crafts Fair application, you are certifying that you have read the Terms and Conditions, and will adhere to all rules and policies herein.

**Printed Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

Thank you for being part of the 50<sup>th</sup> Anniversary of Fairview Heights.

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**\*\*Office use only below this line\*\***

**Date Registration Received:** \_\_\_\_\_ **Payment Received** \_\_\_\_\_

**Payment Method:** \_\_\_\_\_ **Check Number:** \_\_\_\_\_

**Space Assignment:** \_\_\_\_\_