

KEN-ROCK SPRING/HARVEST CRAFTACULAR FAIR
EXHIBITOR GUIDELINES

1. Cost per 6' wide x 6' deep space is \$25.00. Cost per 12' wide x 6' deep space is \$35.00. One (1) 6' foot wide and 2.5' deep table and 2 chairs are furnished per space at no additional charge. 2 tables will be provided for the larger spaces. These prices are for the Spring/Harvest Craftacular Fair only!

PLEASE BE COURTEOUS TO YOUR SURROUNDING EXHIBITORS. If your display contains additional floor or free standing displays, you must reserve the maximum allowable space if it will extend past the 6'x 6' allotted space or 12' x 6' allotted space.

2. If you are unable to remain a participant at the last moment, please notify Savannah Palmer at the Center immediately. Ken-Rock will retain your booth registration fee if cancellation is not requested by 2 weeks prior to the Event, unless an emergency situation occurs.
3. Exhibitors may set up their booths on Friday, March 17th from 3:00 p.m. to 6:00 p.m. Ken-Rock Community Center's alarm system is linked directly to the Rockford Police Department. No guard will be at the Center overnight.
4. Exhibitors may also set up on Saturday, March 18th from 7:00 a.m. to 9:00 a.m. Breakfast & coffee will be sold for your convenience. We will also be serving lunch from our concession stand.
5. It is required that your booth remain set up until the Craft Show is over at 3:00 p.m.
6. KEN-ROCK COMMUNITY CENTER requires each crafter to donate Baked Goods to be sold at our Bake Sale or \$10.00 to Ken-Rock Community Center.
7. We ask that all tables be draped table top to the floor with cloth or plastic to give a uniform appearance to all booths. We encourage you to decorate your display area with Spring/Fall décor.
8. DO NOT bring your own home made, baked or canned items to sell AT YOUR TABLE. KEN-ROCK COMMUNITY CENTER will be selling baked goods the day of the event.
9. Checks should be made payable to: *Ken-Rock Community Center* 3218 11th St. Rockford, IL. 61109. Fee for space must be paid in full at the time of registration or log on to Ken-Rock Community Center web page kenrock.org to make a payment on our payment page.
10. DURING THE SHOW, PLEASE PARK YOUR VEHICLE IN THE BACK PORTION OF THE PARKING LOT TO ALLOW CONVENIENT PARKING FOR YOUR CUSTOMERS.
11. Violations of the above guidelines may forfeit your space in future craft shows.
12. Questions? Contact Savannah at 815-398-8864 or S.palmer@kenrock.org

Dear Crafter/Vendor,

I would like to invite you to participate in our Spring Craftacular Fair. The show will be held at Ken-Rock Community Center, 3218 11th Street, on Saturday March 18, 2017 from 9:00am to 3:00 pm.

The spaces available are: 6' x 6' for \$25.00 or 12' x 6' for \$35.00. Each space includes a 6' x 2.5' table and two chairs. These prices are good for the Spring Craftacular Fair only!

At this time we are asking for your written confirmation if you plan to be an exhibitor, the return of the bottom portion of this sheet and your check, made to Ken-Rock Community Center 3218 11th St. Rockford, IL. 61109 will ensure your entry for the Fair. A conformation letter will be sent advising you of your location in the Gym or Community Room. Tables will be assigned in order of necessity. As in the past we will try to meet everyone's needs. Applications are to be mailed back before March 7th. Those of you who return your entry after March 7th may not receive your special request.

This Spring we are asking for Baked Goods to add to our Bake Sale or a \$10.00 donation to Ken-Rock Community Center.

We would appreciate receiving your registration by March 7th. We will open the registration to exhibitors on our waiting list at that time. We will not be able to guarantee a booth for you after this date. Please note: that this registration is not transferable and effective as of spring 2016 Commercial Vendors are welcome. If you have any additional questions, please contact me at 815-398-8864 or S.palmer@kenrock.org

Sincerely,

Savannah Palmer
Director of Youth Services
Ken-Rock Community Center



* 6'x6' space requested \$25.00 _____ * 12'x6' space requested \$35.00 _____

I understand it **may not** be available, however I also request: Wall space _____ Electric _____
Gym _____ Community Room _____

Please list the type of items that you will display. Note Commercial Vendors: KRCC will only accept one rep per company.

Name _____ Day phone _____

Address _____ Evening phone _____

City _____ State _____ Zip _____

OFFICE USE ONLY Date Paid _____ Amount _____ Location _____