Village of Gilberts
Community Days

Community Business & Crafter Expo

Saturday, June 5th & Sunday, June 6th 2021

Town Square Park

195 Jackson Street, Gilberts, IL 60136

Exhibit Hours: 12pm to 5:00pm Saturday, 12pm to 5:00pm Sunday

Applications will be accepted beginning February 16, 2021. Booth location is provided on first-come, first-served basis.

Application deadline: April 1, 2021

Meet local residents and get your products and services on their minds by having a booth and showcasing your business and products at the event! The event is free to the public and brings in around 15,000 people over its three days!

2021 Business/Crafter Application

Business Name _____

Business Mailing Address _____

City_____ State_____ Zip_____

Business Phone_____Email_____

Detailed description of booth and items to be given away: _____

_____

Items to be sold (must be approved in advance by the Committee): _____

_____

Business/Crafter
$150.00

Not for Profit Organization
$50.00

Prices include a 10' wide x 10' deep space
Booth location is provided on a first-come, first-serve basis. Deadline dates will be enforced. Tables & Chairs available for rent. Not for Profit Organizations should be prepared to show proof of NFP.

Number of Booth _____x fee $_____

Number of Tables _____x $10 each $_____

Number of Booth _____x $2 each $_____

TOTAL DUE by APRIL 1: $_____

Please mail completed Business/Crafter Application & Rules acknowledgement form with check payable to:

Village of Gilberts
87 Galligan Road
Gilberts, IL 60136
Phone: 847-428-2861
GCD@villageofgilberts.com
http://www.gilbertscommunitydays.com

To be considered, applications must be submitted with full payment on or before April 1, 2021.

Signature_____ Date _____

This copy is for the Village of Gilberts office

2021 Business & Crafter Expo Rules & Regulations

- Booths are reserved with completed application and full payment received by Gilberts Community Days (GCD). Applicant shall be notified by April 15, 2021 whether application has been accepted or rejected. If rejected, fees shall be refunded.
- Applicant shall be charged $30 for a returned check as insufficient funds.
- Applicant cancellations made between April 16, 2021 and April 30, 2021 will forfeit 50% of total fees paid. Applicant cancellations made after May 1, 2021 (including day of event) will NOT be entitled to a refund.
- Booths are 10' wide x 10' deep for $150 Business/Crafter; $50 Not for Profit Organization, for the two (2) day outdoor Business & Crafter Expo Event. No credit for less of two (2) days.
- Available for rent – Tables $10 each; Chairs $2 each – See Business/Crafter Application
- No tent or structure is provided by GCD Expo Event
- Business/Crafter tent or structure shall be secured properly and weighted down safely. Any display or storage containers necessary for operation must fit into the booth space unless arrangements are made with GCD in advance.
- Set-up times are available three (3) hours prior to Festival/Expo Event opening at 12pm Saturday, June 5th and 12pm Sunday, June 6th. **Exhibitor set-up times will be by appointment only. GCD Committee shall be responsible for assigning the exhibitor set-up times.**
- Business/Crafter is expected to be **set-up and ready to operate by** 12pm Saturday, June 5th and 12pm Sunday, June 6th
- Booth assignments will be given to exhibitors no later than arrival to set-up
- Change of booth assignments must be approved by GCD
- Vehicles are allowed in the event area (weather permitting) **only for unload and set-up prior to** the Expo Event and **tear down after the Festival closes** with advance permission from GCD. Vehicles will be removed from event area at least one (1) hour prior to the Expo Event start time.
- Business/Crafter is responsible for set-up, take down and clean-up of his/her space and all related equipment and property shall be in a good and workmanlike manner, in a safe and clean condition, and subject to inspection and approval by GCD. Trash receptacles shall be provided throughout Festival and Expo Event grounds. All garbage left shall be subject to a fine of $100 and/or loss of exhibitor privileges.
- Playing recorded or live music in a booth is prohibited unless arrangements are made with GCD in advance
- No Business/Crafter shall remove their equipment or products prior to closing time without permission of GCD
- Business/Crafter will conduct themselves in a professional and dignified manner throughout the Expo Event
- No toy guns or knives are allowed to be sold
- **No alcoholic beverages allowed to be brought in from outside of Festival.** There will be a beer tent at the Festival for alcoholic beverages to be purchased and consumed within the Festival grounds.
- **No guns or weapons allowed on Festival or Expo Event grounds at any time**
- No overnight camping allowed
- Festival and Expo Event goes on rain or shine. No refunds in case of any weather conditions.
- GCD Committee reserves the right to eject any exhibitor from the Expo Event for any misconduct, any violation of rules in GCD's sole discretion at any time. Business/Crafter sole remedy at law or in equity shall be the partial or full refund of fees charged herein. Business/Crafter signature above releases GCD, its agents, or assigns from any liability associated with the set-up, presence operation of the Business/Crafter's service and Business/Crafter shall hold GCD, its agents and assigns harmless or removed and indemnified from any liability associated therewithin.

Gilberts Community Days Committee

Please initial and mail with application _____ Date _____

*** OFFICE USE ONLY ***			
Date Received	Amount	Check Number	GCD Accepted

This copy is for the Business/Crafter applicant

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Gilberts Community Days Committee

**** Please keep this copy for your records ****