



Community Days Business & Crafter Expo

Saturday, June 1st & Sunday, June 2nd 2024

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 January 2nd, 2024. Booth location is provided on first-come, first-served basis.

Application deadline: March 29th, 2024

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 typically brings in around 10,000 people total!





2024 Business/Crafter Expo 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): _____

Electrical access to each booth is limited. Do you require electrical access? Yes No

Would you still want to have a booth if you cannot have access to electricity? Yes No

Business/Crafter
\$200.00

Not for Profit
Organization
\$100.00

All fees include a \$50 refundable deposit

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 Booths _____ x fee \$ _____

Number of Tables _____ x \$10 each \$ _____

Number of Chairs _____ x \$2 each \$ _____

TOTAL DUE by March 29th: \$ _____

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 March 29th, 2024.

Signature _____ Date _____

This copy is for the Village of Gilberts office



2024 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 12th, 2024 whether application has been accepted or rejected. If rejected, fees shall be refunded.
- Applicant shall be charged \$30 for any bounced check.
- Applicant cancellations made before April 13th will have their fees refunded. Cancellations made between April 13th, 2024 and May 1st, 2024 will forfeit 50% of total fees paid. Applicant cancellations made after May 2nd, 2024 (including days of event) will NOT be entitled to a refund.
- Booths are 10' wide x 10' deep for \$200 Business/Crafter; \$100 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 for your space. If you would like one, you must bring your own.**
- 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 1st, and 12pm Sunday, June 2nd. **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 1st, and 12pm Sunday, June 2nd.
- 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. Leaving behind garbage will result in forfeiture of the \$50 refundable deposits 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, knives, or other dangerous weapons and items (as determined by GCD) are allowed to be sold at the event
- No alcoholic beverages are 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. However, you may leave your items in your space overnight at your own risk.
- 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 the Village of Gilberts, 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.
- Access to electrical outlets is limited and approved on a case-by-case basis. Please inform the committee on this application if electrical access is a requirement for your participation. **Applicants are responsible for providing their own extension cords.**

Please initial and return with application _____ Date _____

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