

	<b>Normal West High School Bands</b> <b>2023 Fall Craft and Home Business</b> <b>Show REGISTRATION</b> <b>Saturday, November 18, 2023</b>	Received _____ Check # _____ Amt Pd _____
---	--	---

**Please complete and send this form with your payment AFTER you have completed the online registration.**  
***\*Please note that your registration is not complete until we receive both the online portion and payment\****

Vendor/Trade Name	Contact Person
<b>Grand Total Owed:</b>	\$ _____

Please make checks payable to **Unit 5 Music Parents** and **record the vendor's name in the check memo field.**

**Mail registration form and fee to:**  
 NCWHS Bands Craft Show  
 501 N. Parkside Road  
 Normal, IL 61761

♪ **Please check in prior to set up to verify your booth.** The check-in table will be located inside the main entrance of the school (south entrance)

♪ Normal West Bands volunteers will be available to help with move-in and move-out. Please request this help at the check-in table. Please note that Normal West carts **MUST** remain in the possession of a Bands volunteer at all times.

♪ Vendors are responsible for providing their own tables and chairs. Please skirt the tables to the floor. Tables are available for rent at a fee of \$10 each and must be requested at the time of registration. Chairs will not be provided.

♪ All vendors and merchandise must stay within the allotted and marked space(s). Please rent enough space to adhere to this guideline.

♪ After unloading, please park all vendor vehicles at the far end of the parking lot, to allow convenient parking for customers. All driveways, ramps, and fire lane **MUST** be kept open **AT ALL TIMES**.

♪ In an effort to host a quality show, the number of vendors selling similar items may need to be limited. Home businesses will be limited to one per company, at the discretion of the Bands Craft Show committee, and accepted on a first-come, first-served basis. The committee reserves the right to assign all booth spaces.

♪ Because this event is held on Unit 5 property, no alcohol is permitted to be consumed or distributed/sold.

♪ Please contact us if you need to cancel. However, no refunds will be issued upon cancellation. Subletting must be pre approved by the Bands Craft Show committee.

♪ Should the event need to be cancelled due to public health or school district pandemic guidelines, refunds will be issued.

♪ Vendors are responsible for cleaning up their own space. No early tear-downs. Early tear-downs will result in forfeiture of the participation opportunity for the following year.

♪ **New Vendors Only** – Please include a sample photo representing your craft items. Photos can be included in your application (and will not be returned) or emailed to [NWBandsCraft@gmail.com](mailto:NWBandsCraft@gmail.com).

**Thank you for supporting the Normal West High School Bands!**

**Agreement**

- ♪ Set up time is Friday, Nov 17 5:00pm-8:00pm and/or Saturday, Nov 18 7:00am-9:00am
- ♪ Normal West Bands reserve the right to assign all booth spaces and locations
- ♪ All vendors **MUST**: check in before setting up, stay within their allotted space(s), keep all driveways, ramps, and fire lanes open **AT ALL TIMES**, and clean up their assigned space(s)
- ♪ Vendor will indemnify and hold harmless the Normal West High School Bands, host of the Craft Show covered by the Agreement, and the individuals thereof; its Board of Education and the individual members thereof; and Unit 5 Schools and its personnel against any and all claims arising out of or relating to the Vendor's activities pursuant to or related to Craft Show covered by this Agreement of the activities conducted by Vendor hereunder
- ♪ Neither the Normal West Bands nor Unit 5 Schools are responsible for any loss experienced by the Vendor while show items and equipment are located at Normal West High School or on school grounds

Vendor's Signature:	Date:
---------------------	-------