



Normal West High School Bands  
**2022 Fall Craft and Home Business Show**  
Saturday, November 19, 2022 – 9:00am to 2:00pm  
501 N. Parkside Road, Normal, IL 61761

*Retain this page for your records*

**SPACES AVAILABLE**

- **8' x 10' (80 sq ft):** \$60 if reserved on or before Sept 1, 2022; \$75 if reserved after Sept 1, 2022
- **16' x 5' (80 sq ft):** \$60 if reserved on or before Sept 1, 2022; \$75 if reserved after Sept 1, 2022
- **Atrium (120 sq ft):** \$90 if reserved on or before Sept 1, 2022; \$100 if reserved after Sept 1, 2022 (these spaces are extremely limited – if interested, note on application. Please only submit the fee for an 80 sq ft space – you will be contacted for the remaining balance if you are slotted into one of the 120 sq ft spaces)

**REGISTRATION**

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

To receive a paper confirmation, include a business-sized, self-addressed, stamped envelope.

**CONTACT INFORMATION** (Visit [www.nwbands.org/craftshow](http://www.nwbands.org/craftshow))

Missy Russell (parent volunteer/organizer) - [NWBandsCraft@gmail.com](mailto:NWBandsCraft@gmail.com) (preferred)  
(309)532-2924 (text/emergency only)

**SET UP TIMES**

- Friday, November 18, 2021: 5:00pm-8:00pm (Non-Gym spaces only - no early arrivals, please)
- Saturday, November 19, 2022: 7:00am-9:00am (All spaces)

- ♪ **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.
- ♪ 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 tardowns. Early tardowns 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!***



**Normal West High School Bands  
2022 Fall Craft and Home Business Show  
REGISTRATION  
Saturday, November 19, 2022**

Received \_\_\_\_\_  
Check # \_\_\_\_\_  
Amt Pd \_\_\_\_\_

*All spaces will be filled in the order received. Mail registration early to reserve your space.*

|                   |                                    |                |
|-------------------|------------------------------------|----------------|
| Vendor/Trade Name | ____ New To Show<br>____ Returning | Contact Person |
|-------------------|------------------------------------|----------------|

Type of Craft (be specific)

|                                |                           |
|--------------------------------|---------------------------|
| Contact Person's Email Address | Best Contact Phone Number |
|--------------------------------|---------------------------|

Business/Contact address (include city, state, zip code)

**Request for Booth(s)**

**8' x 10' booth (80 sq ft) = \$60 each** by Sept 1, 2022; **\$75 each** after Sept 1, 2022 QTY \_\_\_\_\_ \$ \_\_\_\_\_ Total

**16' x 5' booth (80 sq ft) = \$60 each** by Sept 1, 2022; **\$75 each** after Sept 1, 2022 QTY \_\_\_\_\_ \$ \_\_\_\_\_ Total

**Atrium booth (120 sq ft) = \$90\* each** by Sept 1, 2022; **\$100\* each** after Sept 1, 2022 QTY \_\_\_\_\_ \$ \_\_\_\_\_ Total  
\*Please submit \$60 or \$75, respectively. If assigned to an Atrium space, we will contact you for remainder of fee\*

**6' Table rental = \$10 each** (Must reserve at time of registration. Chairs are not available.) QTY \_\_\_\_\_ \$ \_\_\_\_\_ Total

**Electricity is required** – Vendors must provide their own extension cords/power strips

**Lunches**

**Delivered Box Lunch = \$7 each** (Avanti's gondola sub sandwich, chips, soda/water) QTY \_\_\_\_\_ \$ \_\_\_\_\_ Total  
\*Additional menu items may be available the day of the event\*

**Total Cost/Payment**

Make checks payable to **Unit 5 Music Parents** or **U5MP** **Grand Total:** \$ \_\_\_\_\_ Total  
\*Please 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

\_\_\_\_ Confirm via Email -or-  
\_\_\_\_ Mail my confirmation  
(enclosed is a self-addressed, stamped envelope)

**Please indicate space requested (subject to availability) or any additional comments:**

**Agreement**

- ♪ Set up time is Friday, Nov 18 5:00pm-8:00pm (non-gym booths only) or Saturday, Nov 19 7:00am-9:00am (all spaces)
- ♪ 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: