



Normal West High School Bands

2021 Fall Craft and Home Business Show

Saturday, November 20, 2021 - 9:00 am to 2:00 pm
501 N. Parkside Road, Normal, IL 61761

Retain this page for your records.

Spaces Available

8' X 10' or 16' X 5': \$60 if reserved prior to Sept. 1, 2021, **\$75** if reserved after Sept. 1, 2021

Returning vendors will receive priority to be placed in the same space as previous years.

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 Band 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)

Missy Russell

NWBandsCraft@gmail.com

(309) 532-2924

Set Up Times

Friday, November 19, 2021: 5:00 PM to 8:00 PM (no early arrivals, please)

Saturday, November 20, 2021: 7:00 AM to 9:00 AM

- ♪ **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 Band volunteer at all times.
- ♪ Vendors are responsible for providing their own tables and chairs. Please skirt tables to the floor. Tables (6') 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 allotted and marked space(s). Please rent enough space to adhere to this guideline.
- ♪ After unloading, vendors, please park at the far end of the parking lot to allow convenient parking for customers.
- ♪ All driveways, ramps, and fire lanes 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 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. Sorry, no refunds will be issued upon cancellation. Subletting must be pre-approved by the Bands' Craft Show committee.
- ♪ **Should the event need to be canceled 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 reserved booth space 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.

Thank you for supporting the Normal West High School Bands!



Normal West High School Bands
Fall Craft and Home Business Show
REGISTRATION
 Saturday, November 20, 2021

Received _____
Check # _____
Amount Pd. _____
Booth # _____

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

Vendor/Trade Name _____	<input type="checkbox"/> New to show <input type="checkbox"/> Returning	Name of Contact Person _____
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Type of Craft (be specific) _____

Contact Person's Email Address _____	Daytime Phone Number _____
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Address (include city, state, zip code) _____

Request for Booth(s)

8' X 10' booths = \$60 each by Sept. 1, 2021; \$75 each after Sept. 1, 2021	QTY _____	\$ _____ total
16' X 5' booths = \$60 each by Sept. 1, 2021; \$75 each after Sept. 1, 2021	QTY _____	\$ _____ total
6' Tables = \$10 each (Must be reserved at time of registration. Chairs 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
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Additional menu items will 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	<input type="checkbox"/> Confirm via Email -or- <input type="checkbox"/> Mail my confirmation Enclosed is a self-addressed, stamped envelope.
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Please indicate space requested (subject to availability) or any additional comments in the space below:

Agreement

- ♪ Set up time is Friday, November 19 from 5:00 to 8:00 PM or Saturday, November 20 from 7:00 to 9:00 AM.
- ♪ Normal West Bands reserve the right to assign all booth spaces and locations.
- ♪ All vendors must: check in before setting up, stay in 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 individual members 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: _____
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