



# ROCKFORD, IL ARTS & CRAFTS HOLIDAY SPECTACULAR

Held at Mercyhealth Indoor Sports Center "ISC"

**NOVEMBER 9<sup>th</sup> & 10<sup>th</sup>, 2024**

BUSINESS NAME: \_\_\_\_\_ EXHIBITOR NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ PHONE: (Business) \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ PHONE: (Cell) \_\_\_\_\_  
E-MAIL: \_\_\_\_\_ PREFERRED COMMUNICATION: ☐ E-MAIL OR ☐ PHONE  
IL TAX #: \_\_\_\_\_ WHAT IS YOUR ART OR CRAFT? \_\_\_\_\_

PRICE RANGE: \$ \_\_\_\_\_ WILL YOU BE BRINGING A STORAGE TRAILER? ☐ YES OR ☐ NO

Preferred move-in time on Nov. 8<sup>th</sup>: **12pm-2pm** ☐ or **2pm-4pm** ☐ or **4pm-6pm** ☐ or **6pm-7pm** ☐ or anytime between **12pm-7pm** ☐

EXHIBIT BOOTH SPACE RATES			
All Booths include: 8 ft. high back drapes 2 exhibitor badges	In-Line: 10' X 10' - \$220.00	How Many In-Line _____ Amount \$ _____	<b>BOOTH COST</b> \$
	Corner: 10' X 10' - \$270.00	How Many Corner _____ Amount \$ _____	
	Additional Half: 5' wide X 10' deep \$110.00	How Many Halves _____ Amount \$ _____	

ELECTRIC RATES	
Electric charge is \$30.00 for up to one/single 20 amp service at 120 volts. Do you need electric? <input type="checkbox"/> YES or <input type="checkbox"/> NO Exhibitors must supply their own electrical cables (extension cords) within a booth.	<b>ELECTRICAL COST</b> \$

FIXTURES (OPTIONAL)	
If you need to rent tables or chairs, please mark "YES" in the following section. I will be in contact to take your order.	<input type="checkbox"/> YES <input type="checkbox"/> NO

<b><i>At no cost to you, how many \$1.00 discount admission coupons should we send you to give to your customers, friends &amp; family? (circle one) 40 80 320 or specify _____</i></b>	<b>TOTAL COST DUE</b>	\$
<b>Balance Due By September 1<sup>st</sup>, 2024.</b>	<b>50% OF TOTAL COST DUE WITH APPLICATION</b>	\$
No Refunds After September 1 <sup>st</sup>	<b>FINAL 50% DUE BY SEPT. 1<sup>st</sup></b>	\$

ENCLOSE PHOTOS (ONLY NEW PRODUCTS THAT YOU DID NOT SELL IN THE PAST)	
1. Photos of your "work in progress". This includes photos of raw materials, beginning stage and as the product progresses, and your work area. 2. Photos of your variety of completed products.	

EXHIBITOR CHECKLIST	
1. SIGN/DATE the application. (A copy will be returned to you for your file via mail.) 2. Send a deposit of 50% of the total cost due with contract. Deposit will be returned if your contract is not accepted. <b>THE BALANCE IS DUE BY SEPT. 1<sup>st</sup>. Make checks payable to: Landro Productions, LLC.</b> 3. Enclose photos. Check this box <input type="checkbox"/> only if you wish to <b>NOT</b> have your work advertised in print or digital media. 4. Complete the quantity of discount coupons you would like.	

By signing below, I acknowledge that I have read & I accept the SHOWS TERMS AND CONDITIONS on the front and back of this contract.	
Artist's/Crafter's Signature and Date	Producer's Signature: Landro Productions, LLC. and Date

**Landro Information: Landro Productions, LLC. - PO Box 1475 - McHenry, IL 60051 - Office: (815) 997-1744**

**PLEASE LEAVE BLANK - FOR OFFICE USE ONLY**

1 <sup>st</sup> : RECEIVED: <input type="checkbox"/> Check No. _____ Amount _____ Deposited _____/_____/_____
2 <sup>nd</sup> : RECEIVED: <input type="checkbox"/> Check No. _____ Amount _____ Deposited _____/_____/_____
Contract Received _____/_____/_____ Exhibit Booth # _____ Size Assigned _____

## TERMS AND CONDITIONS

### 1. EXHIBITORS

- a) Exhibitor shall not assign, sublet or apportion the whole or part of the booth assigned them. Unless otherwise arranged with Landro Productions, all orders for future delivery and/or distribution of advertising materials must be conducted in a dignified manner within confines of exhibitor's booth.
- b) Landro Productions, LLC. reserves the right to reject an application prior to the show or to remove any material it deems not in keeping with the image of the show.
- c) The Arts & Crafts Holiday Spectacular exhibitors are only able to display and sell their handcrafted items. Exhibitor is agreeing not to sell import items/commercial items, kits, and articles not made by the exhibitor. Any items not meeting these requirements can and will be removed by craft fair organizers without any refund. Exhibitor may also be asked to leave the show.
- d) Exhibitor will be required to follow all applicable laws, ordinances, producers' terms and conditions, and terms of the lease between Landro Productions and the facility owner. Sales tax is the responsibility of the exhibitor. Exhibitor's name and address will be given to the Department of Revenue.
- e) Exhibitors are not to be in Exhibit Hall prior to 9am on Sunday.

### 2. BOOTH PAYMENT

- a) This application must be submitted, bearing the authorized signature, accompanied by deposit payment to:  
LANDRO PRODUCTIONS, LLC.  
PO BOX 1475  
MCHENRY, IL 60051.
- b) Full payment required by September 1<sup>st</sup> or exhibitor will not be permitted to participate in the show.
- c) Exhibitor will notify Landro Productions in advance if exhibitor is unable to participate in the show.
- d) All monies paid shall be retained by Landro Productions if the event exhibitor fails to fulfill or violates contract.

#### Cancellation Policy:

- a) No refunds after September 1<sup>st</sup>, 2024.

### 3. MOVE-IN/BOOTH SETUP

- a) Move-in is from 12pm-7pm on Friday, Nov. 8<sup>th</sup> and 6am-8am on Saturday, Nov. 9<sup>th</sup>. Detailed move-in/show information will be sent no less than 2 weeks prior to show.
- b) Exhibits sent to the ISC must be marked for the shipper to deliver Friday, November 8<sup>th</sup> only.  
Shipping address:  
Mercyhealth Indoor Sports Center  
C/O Rockford Craft Show  
8800 E. Riverside Blvd.  
Loves Park, IL 61111
- c) All exhibitors **must be checked in by 7:00am, November 9<sup>th</sup>** or booth will be forfeited.
- d) Display must be completed by show time and remain open until the show ends on Sunday.

### 4. ELECTRICAL COMPLIANCE

- a) All electrical wiring and equipment must meet City of Rockford electrical code.

### 5. EXHIBIT HALL

- a) Landro Productions will be responsible for sweeping and maintaining the show aisles. Exhibitors must at their own expense, keep their booth clean, rug(s) vacuumed, products dusted and exhibits in good order.
- b) No damage of any nature may be done to any portion of Exhibit Hall.

### 6. SECURITY

- a) Arts & Crafts Holiday Spectacular shall be responsible for providing security for surveillance of the Exhibit Hall only.
- b) Individual exhibitors are responsible for the security of their goods, materials, display or products brought into, delivered to or left in the Indoor Sports Center facility.

### 7. INSURANCE

- a) Insurance, which is recommended, must be obtained by each exhibitor at his or her own expense. Landro Productions and Mercyhealth Indoor Sports Center assume no risk; and by the acceptance of this agreement, the exhibitor expressly releases Landro and ISC from any and all liability for any damage, injury, or loss to any person or goods during the rental and occupation of said booth by the Exhibitor, and agrees to hold Landro harmless of any loss or damage by reason thereof.

### 8. SAFETY

#### Compressed Gas:

- a) To prevent escape to the ceiling, helium filled balloons and similar objects are not permitted to be distributed inside the ISC. If balloons are to be used for display, they must be properly secured. If balloons do escape in the ceiling, additional cleanup fees may be charged.

#### **NO HELIUM BALLOONS PERMITTED AS HAND OUTS.**

### 9. LIABILITIES

- a) Landro Productions, staff, and/or the ISC will not be responsible for the safety of exhibits, exhibitors, or their employees against robbery, theft or damage by fire, or any other cause, or injury to any person or article.
- b) It is agreed that the exhibitors will indemnify and hold harmless the producers, staff and/or the Mercyhealth Indoor Sports Center from all liabilities arising out of the negligence of the exhibitor.

### 10. FORCE MAJEURE

- a) In the event the Arts & Crafts Holiday Spectacular or any part of the exhibit or thereof is unavailable whether for the entire event or a portion of the event as a result of fire, flood, tempest, or any other such cause or as a result of governmental intervention, malicious damage, acts of water, strike, lock-out, labor dispute, riot, or any other cause or agency over which Arts & Crafts Holiday Spectacular has no control, or should the Arts & Crafts Holiday Spectacular decide that because of any such cause it is necessary to cancel, postpone, or re-site the event, or reduce the installation time, event time, or move-out time, Arts & Crafts Holiday Spectacular, shall not be liable to indemnify or reimburse the Exhibitor in respect of any damage or loss, direct or arising as a result thereof.

## **NO EARLY TEAR DOWN. NO EXHIBITOR IS TO DISMANTLE THEIR EXHIBIT BEFORE 4:00PM ON SUNDAY**

#### SHOW HOURS

Saturday, November 9 <sup>th</sup>	9:00am to 5:00pm
Sunday, November 10 <sup>th</sup>	10:00am to 4:00pm

#### LOCATION: MERCYHEALTH INDOOR SPORTS CENTER, "ISC"

8800 E Riverside Blvd
Loves Park, IL 61111

#### ACCESS IN BUILDING TO YOUR BOOTH

Saturday, November 9 <sup>th</sup>	6:00am
Sunday, November 10 <sup>th</sup>	9:00am