

Ironmen Bands 2024 Craft & Vendor Show

Normal Community High School

3900 E Raab Rd, Normal, IL

SATURDAY, NOVEMBER 9, 2024 - 9:00am - 2:00pm

BOOTHS AVAILABLE

- **Cafeteria/MP Room 10' x 10' 100 sq ft:** \$75 if reserved on or before Sept 1, 2024, \$90 after Sept 1, 2024
- **Fishbowl (children's area) 9' x 12' 108 sq ft:** \$75 if reserved on or before Sept 1, 2024, \$90 after Sept 1, 2024
- **Hallway 5' x 16' 80 sq ft:** \$65 if reserved on or before Sept 1, 2024, \$80 after Sept 1, 2024
- **Atrium size varies due to architecture, min of 120 sq ft:** \$95 if reserved on or before Sept 1, 2024, \$110 after Sept 1, 2024. *These spaces are in high demand, so please contact us for availability prior to payment!*
- Returning registrants wishing to retain the same booth the following year **MUST** register by April 1, 2024. All returning crafters and vendors may also request an alternative booth, and requests will be honored if space permits in the order they are received.
- All new registrants and/or returning registrants' applications received after April 1, 2024 will be processed in the order they are received. The Ironmen Bands Craft and Vendor Show committee reserves the right to assign *all* booth spaces.
- Registrations are considered complete when application **and** full payment are received. No holds on home business/vendor company space and/or booth location for incomplete registrations.

SET UP/TEAR DOWN/MISC

Please check in before beginning to set up at the check in table by the front entry or bus lane entry.

- Set up times are on Friday, November 8, 2024 from 6 pm - 8 pm (**no early arrivals** please as we will be preparing for set up) or Saturday, November 9, 2024 from 6:30am - 8:30am.
- Ironmen Bands volunteers will be available to help with move-in and move-out. Carts are for our volunteers to use to assist you. Due to limited carts, there may be a wait. Volunteers are for assisting you in loading/unloading the cart at your booth and vehicle only. Please make sure all items are boxed up and ready to load onto the cart before asking for assistance. Tips to support the band are appreciated, but not required!
- Tables are not provided, but can be rented for \$10 each. Chair(s) are included with your booth and available upon request.
- You **MUST** keep all driveways, ramps, and fire lanes open AT ALL TIMES. After unloading, please park all vendor vehicles at the far end of the parking lot to allow convenient parking for our customers.
- All crafters and vendors must stay within their allotted and marked space(s). If more space is needed, please sign up for additional booth space.
- Registrants are responsible for cleaning up their own space. Early teardown is not permitted and may forfeit registrants ability to participate in following year.
- Lunch/snack menus and ordering information will be in your packet at check in. Delivery to your booth is available.

REGISTRATION

- Please fill out registration form and make checks payable to Unit 5 Music Parents and record the vendor's name in the check memo field.
- We may need to limit the number of crafters selling similar items. Home businesses/vendors will be limited to one per company, at the Ironmen Bands Craft & Vendor Show committee's discretion, and accepted on a first-come, first-served basis.
- Contact us if you need to cancel. However, no refunds will be issued upon cancellation unless we can fill your space from a waitlisted crafter or vendor. In the event the show needs to be cancelled due to public health or school district pandemic guidelines, refunds will be issued.
- If paper confirmation is preferred over email confirmation, include a business-sized, self-addressed, stamped envelope.

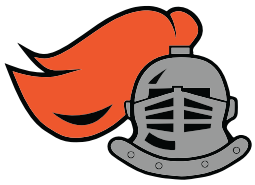
MARKETING

- Please share our event: <https://fb.me/e/1khVb0ZvD>
- Follow our Facebook page: <https://www.facebook.com/groups/ironmenbandscvshow>
- We will be requesting photos and sharing information about our crafters and vendors on our page to market you!

CONTACT INFORMATION

- Email Tracy Neal at nchsbandscraftshow@gmail.com or via Facebook messenger or visit us at <https://www.ironmenbands.org/craftandvendor> for information.

Retain this page for your records!



2024 Ironmen Bands Craft & Vendor Show

REGISTRATION

SATURDAY, NOVEMBER 9, 2024 from 9am - 2pm

Received _____
Amt Pd _____
Cash ___ Check # _____
Booth Assigned _____

Vendor/Trade Name	Contact Name
Business/Craft Description	
Email	Phone
Set -Up Time _____ FRIDAY, November 8 from 6pm - 8pm (NO EARLY ARRIVALS PLEASE) <i>select one</i> _____ SATURDAY, November 9 from 6:30am - 8:30am	

BOOTH RESERVATION	CAFETERIA & MP ROOM <i>10 deep x 10 wide</i> FISHBOWL <i>Kids' products</i> <i>12 deep x 9 wide</i>	ATRIUM <i>Min 120 sq ft</i> <i>Sizes vary due to posts, doorways, etc</i>	HALLWAY <i>5 deep x 16 wide</i>
ON OR BEFORE SEPTEMBER 1, 2024 <i>Must be postmarked no later than 9/1/2024</i>	QTY _____ \$75	QTY _____ \$95	QTY _____ \$65
AFTER SEPTEMBER 1, 2024	QTY _____ \$90	QTY _____ \$110	QTY _____ \$80

Booth Reservation Total QTY _____ \$ _____
Table Rental \$10.each..... QTY _____ \$ _____
Please check that your booth location is available prior to sending money!
 **TOTAL DUE**
 QTY _____ \$ _____

Electricity is required Vendors must provide their own extension

Booth preference(s) (subject to availability) or additional comments:

Make checks payable to: **Unit 5 Music Parents**

 Mail to: Ironmen Bands % Tracy Neal
 211 Belview Ave, Normal, IL 61761

AGREEMENT

Vendor will indemnify and hold harmless the Normal Community High School Bands, host of the Craft/Vendor 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 Personal against any and all claims arising out of or relating to the Vendors activities pursuant to or related to Craft/Vendor show covered by this agreement of the activities conducted by Vendor hereunder. Neither the Normal Community High School Bands, its representatives, nor Unit 5 Schools are responsible for any loss experienced by the Vendor while show items and equipment are located at Normal Community High School or on school grounds. By signing below, you confirm you have read all information provided in this application and agree to abide by its terms and conditions.

Signature _____ Date _____