



# Ironmen Bands 2023 Craft & Vendor Show

Normal Community High School

3900 E Raab Rd, Normal, IL

**SATURDAY, NOVEMBER 11, 2023 - 9:00am - 2:00pm**

## BOOTHS AVAILABLE

- **8' x 10' (80 sq ft):** \$60 if reserved on or before Sept 1, 2023, \$75 if reserved after Sept 1, 2023
- **16' x 5' (80 sq ft) Hallway:** \$60 if reserved on or before Sept 1, 2023, \$75 if reserved after Sept 1, 2023
- **8' x 10' (80 sq ft) Atrium:** \$80 if reserved on or before Sept 1, 2023, \$95 if reserved after Sept 1, 2023 (these spaces are in high demand, so please contact us for availability prior to mailing application and check).
- Registrants wishing to retain the same booth the following year **MUST** register at the current year's show. There is an additional \$10/booth discount for those that pre-register!
- All other registrations will be processed in the order they are received. All returning crafters and vendors may request an alternative booth, and requests will be honored if space permits. 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 is 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.**

- Set up times are on Friday, November 10, 2023 from 6pm - 8 pm (**no early arrivals** please as we will be preparing for set up) or Saturday, November 11, 2023 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 order forms will be in your packet at check in. If you'd like a lunch from our concessions, fill out the form and a volunteer will take your payment, fill your order, and deliver it to your booth.

## 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/2oloYHD5B>
- Follow our Facebook page: <https://www.facebook.com/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 or Racheal Winsor at [nchsbandscraftshow@gmail.com](mailto:nchsbandscraftshow@gmail.com) or via Facebook messenger or visit us at <https://www.ironmenbands.org/craftandvendor> for information.

**Retain this page for your records!**



# 2023 Ironmen Bands Craft & Vendor Show

## REGISTRATION

### SATURDAY, NOVEMBER 11, 2023 from 9am - 2pm

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

<b>Vendor/Trade Name</b>	<b>Contact Name</b>
<b>Business/Craft Description</b>	
<b>Email</b>	<b>Phone</b>
<b>Set -Up Time</b> <i>select one</i>	_____ FRIDAY, November 10 from 6pm - 8pm ( <b>NO EARLY ARRIVALS PLEASE</b> ) _____ SATURDAY, November 11 from 6:30am - 8:30am

BOOTH RESERVATION	8 x 10 Fishbowl, Cafeteria, Multipurpose Room	8 x 10 Atrium <i>Please email if space is still available prior to sending check.</i>	5 x 16 Hallway
<b>RE-SIGN DAY OF SHOW</b> <i>Guarantees same booth location for following year!</i>	QTY _____ \$50	QTY _____ \$70	QTY _____ \$50
<b>ON OR BEFORE</b> <b>SEPT 1, 2023</b>	QTY _____ \$60	QTY _____ \$80	QTY _____ \$60
<b>AFTER</b> <b>SEPT 1, 2023</b>	QTY _____ \$75	QTY _____ \$95	QTY _____ \$75

**Booth Reservation Total**      QTY \_\_\_\_\_ \$ \_\_\_\_\_

**Table Rental \$10 each**      QTY \_\_\_\_\_ \$ \_\_\_\_\_

**Electricity is required** Vendors must provide their own extension cord/power strip.

Please make checks payable to:  
**Unit 5 Music Parents or U5MP**

**TOTAL DUE**  
QTY \_\_\_\_\_ \$ \_\_\_\_\_

Mail registration form and check to:  
Ironmen Bands  
% Tracy Neal  
211 Belview Ave  
Normal, IL 61761

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

  
  

**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 \_\_\_\_\_