

Crafters: Thank you for participating in 2022 and for supporting the Plainfield Band Program! We hope that everyone had a good show.

This is the application and here are the dates for the 2022 craft show.

NOTE: If you send in your application, please know that your check will NOT be cashed until closer to the show date. YOU MAY POST DATE YOUR CHECK.

I also created a FAQ sheet below the application.

Dear Crafter:

We are very excited to once again to host the Fall Craft Show. Enclosed is the application for the Fall 2022 Craft Show Extravaganza held at Plainfield High School. **THIS IS OUR⁺34⁺rd SHOW! ITEMS IN⁺RED ARE EITHER NEW⁺ CHANGES OR IMPORTANT FACTS FOR YOU.**

**The date is set for Saturday, October 29, 2022, 9:00-4:00
& Sunday, October 30, 2022 9:00-3:00.**

I have requested use of the entire high school for this show to address the previous parking issues. Also, there will be assigned crafter lots and personnel to manage them. ***We will have onsite storage for extra items if you want to bring them in and save yourself a trip back to the car.**

We reserve the right to limit same type crafts in any category. While preference is given to a returning crafter, you should still apply!

We will be placing several ads, advertising across several communities during the weeks before the show and we will use online sources too. An e-mail notice is sent to every staff & employee and we do large display signs at several intersections in the area and beyond.

We also use the Automated Message from District 202 will reach the homes of all 26,000 students and to the staff!!!!

Thank you for your cooperation and we look forward to seeing all of you!
Please feel free to give out our e-mail to other crafters.

Our e-mail is **Plainfieldcraftshow@gmail.com**
815-577-4444 this is an information line only. Please e-mail me with questions or requests.

Completed applications should be mailed to:
Plainfield Craft Show
P.O. Box 32
Plainfield, IL 60544

Sincerely,
Melissa C. Pennuto
Plainfield Band Boosters

Plainfield Band Boosters Present: The Annual Fall Craft Show

Saturday, October 29, 2022 9:00am - 4:00pm

Sunday, October 30, 2022 9:00am to 3:00pm.

At: Plainfield High School –Central Campus

24120 W. Fort Beggs Drive, Plainfield, IL

Space Rental --\$80 per space

Electricity--\$5 (per space)

NOTE: We have chairs, but we are unable to provide tables.

Plainfield Band Boosters is proud to present our Annual Fall Craft Show and we are inviting you to apply to participate! Please make checks payable to Plainfield Band Boosters It's our 33rd SHOW!!!

NOTE: YOU MAY POST DATE CHECKS TO: SEPTEMBER 15, 2022

NOTE: If your check is returned for non-sufficient funds, you will need to replace it ASAP, including all fees and penalties incurred from the Band Booster bank account and any fees from your own bank. If a problem occurs, contact us immediately through e-mail.

****NEW: Deadline for RETURNING CRAFTERS: AUGUST 1, 2022 (to guarantee your space in the show)**

DEADLINE FOR EVERYONE ELSE: OCTOBER 1, 2022-After that time, if there are spaces left, they will be assigned PENDING APPROVAL of the committee.

MOST Spaces are 10' x 10', some are slightly different because of the room/hallway shape.

To use electricity, you, the crafter must provide a heavy duty and/or circuit type breaker cord; this is a fire safety code. Electrical units must meet the specified requirements. For ex: You will not be allowed to use cords that are in poor condition or higher watt bulbs than the cord or lighting unit specifies. We reserve the right to deny electricity in any situation that does not comply with standard safety regulations or that the Booster committee finds in violation of the manufacturers' safety specifications, the Village of Plainfield building codes and/or the currently published national electric code. All electrical devices must be UL approved.

This show is for handmade crafts. Any merchandise that is not the work of the exhibitor may need to be removed from the display. Failure to comply may result in your dismissal from our show. Under these circumstances, no refund will be issued.

We reserve the right to limit the number of crafters selling the same type of craft.

PLEASE NOTE: FOOD BASED CRAFTERS: You must comply with the health dept. and they will be onsite on show days. If you do not have the proper documentation, you cannot exhibit and there will be no refund.

-No crafter may conduct a raffle of any type.

-No crafter may sell/promote any fundraising items.

-Note there is a school group who make crafts and sell them at the show.

-No baked goods as our Boosters will be running a bake sale on both days.

-No candy sales/food items are allowed except for those approved food crafters.

-No home-based businesses, including but not limited to, Pampered Chef, Party Lite, etc.

These are fine businesses, but do not match our show.

****NEW: If you have a helper coming to work your booth, I need to be notified or they will be charged admission!**

-No crafter may order a carryout such as pizza and have it delivered to their booth. You may bring in your own food, coolers, etc but no ordering from a delivery place or having food delivered in any manner.

SET UP TIME:

Your set-up may be left up over night at the sole responsibility of the crafter.

We must wait for approval for Friday night set up based on Athletics Schedule We will know closer to show date after school starts. We will have the set-up times on the recorded craft line at 815-577-4444

****Crafters may begin setup upon arrival but are not officially checked in and accepted into the show until the Boosters Committee checks the crafters' ID and matches the merchandise to the pictures submitted with the original application.**

Any merchandise that was not identified in the application must be approved for sale by the Booster committee, prior to the check in of the crafter into the show. **Please do not add on Doll clothes, soap products or jewelry to your craft application, these categories are already filled.**

Upon acceptance of your application, we will **e-mail** back a letter of acceptance with additional information regarding parking areas and set up info to assist you. If you don't have e-mail, we will mail it to you.

NOTE: You need to receive a letter or e-mail to ensure that your application was accepted.

PLEASE NOTE: If you mail this in the next couple of months you will not receive an immediate reply, so don't panic!

Spaces may not be traded, sold to, or given to someone else. The Booster Committee must approve crafters, who want to use the space originally assigned to another crafter, or who may be sharing the space, preferably prior to the show.

Tables must be skirted (covered to floor) to the floor for a uniform look.

Any space not filled by **6:30AM** on the show day, may be sold to another crafter and no refund will be issued.

NOTE: If you do not need a lot of time for set up, please make a note on your application form so I know that the space will be filled.

*****CALL THE CRAFT LINE IF AN EMERGENCY OCCURS ON SHOW DAYS WHERE YOU MAY BE LATE! I check that frequently on the morning of a show, especially when I see empty slots. 815-577-4444**

You are required to leave your complete display up until the closing time of 3:00pm on Sunday. **If you leave early, you will not be invited back to future shows.**

NOTE: The parking lot will be restricted after drop off so spaces will be held for customers only. Teams will be out there with traffic horses to enforce this process. **THIS IS FOR THE CONVENIENCE OF YOUR CUSTOMERS!**

In appreciation of our crafters, we will be serving **unlimited free coffee and tea to you**, on both days! We have some breakfast items and a wonderful lunch menu available for purchase, including Our **FAMOUS BAKED POTATOES!**

The Plainfield Band Boosters, any members of Plainfield High School, Consolidated School District 202 or Board of Education or any individuals working for or volunteering for the show are not responsible for any loss, damage, or injury, etc. that may occur.

Thank you for your support!

Return this portion with payment please

Application Form for Plainfield Band Boosters Fall 2022 Craft Show

By completing this application, you are agreeing to abide by the rules of the show.

To Apply:

Please send (1) your application (2) send 2 photos of you creating your crafts, (3) your payment .

YOUR PHOTOS NEED TO SHOW YOU MAKING THE ITEMS, NOT JUST PICTURES OF THE ITEMS. Please submit with your completed application and payment. PHOTOS MAY BE SUBMITTED THROUGH E-MAIL OR REGULAR MAIL

Plainfield Craft Show
P.O. Box 32
Plainfield, IL 60544

E-MAIL is the fastest way to reach us!

Please Print

To e-mail:
plainfieldcraftshow@gmail.com

Name: _____ Type of Craft: _____

Business Name: _____ Address: _____

City: _____ State: _____ Zip Code: _____

Email address: _____ (If available)

Daytime Phone # ___ / ___ / ___ Ext: _____ Nighttime Phone # ___ / ___ / ___

WANT YOUR SAME SPACE? _____ *No guarantee on your same space but we do our best. If you know the space number, please include it or I will look it up.

_____ # of Space @ \$80.00 each

Date Received by Boosters: ___ / ___ / ___

_____ Electricity @ \$5.00 EACH SPACE

Check # & Amount Rec'd: _____

_____ Total Amount Enclosed

LICENSE PLATE # _____

_____ **I DO NOT NEED A LOT OF SET UP TIME FOR MY BOOTH**

FREQUENTLY ASKED QUESTIONS:

1. **Do I need to send pictures if I am a returning crafter?**
If you are a returning crafter who was at the last show and your craft is the same, no pictures are needed. NOTE: if there are changes, yes and it must show you making the items. Please write a good description of your craft type.
2. **Is there a place to put extra stock, so that I can make less trips to my vehicle?**
Yes. I open some classroom areas around the show, but this is shared space, so this is at your own risk.
3. **I have a friend who does your show can I be next to them?**
Maybe. I do my best to honor requests, but I cannot promise where a space will be for a new crafter until I plan the rooms out.
4. **Is there Friday night set-up?**
Most of the years we were able to have Friday night set-up. It depends on other school events and I will know closer to show dates.
5. **My check isn't cashed and its August, is everything OK?**
Most likely yes. The checks are handled by the Boosters, so they are not turned over until the school year starts. Post-date for your convenience. See application.
6. **Can I pay for my booth online or with a credit card?**
Not yet but I am working on this for the upcoming shows, I will keep you posted.
7. **I like my space can I keep it?**
Please mark that on your application form. In most cases, YES, but there are a few occasions where this may not happen.
8. **I don't like my spot/neighbor can I request a different location?**
Please write that on the form and I will try to accommodate you.
9. **I need more than one space can I get the one next to me?**
Maybe. If no one is returning to that location and if your craft fits. Just write that request on your application and I will respond to you with options.
10. **I don't need a lot of set up time, do I need to call?**
NO. If you write this on the application, I will see it there.
11. **Is the application online to download? Can I share it?**
YES. <https://www.psd202.org/page/band-craft-show>

The craft hotline 815-577-4444 is mostly for information. Please e-mail me if you have questions.