

VENDOR APPLICATION



Registration Deadline
June 15, 2010

Show Information

Dates: July 16-18, 2010

Friday 1:00-6:00 pm

Saturday 10:00 am-5:00 pm

Sunday 10:00 am-5:00 pm

Location: Eastside Community Center

*Presented by the Batavia Depot Museum
Sponsored by Prairie Shop Quilts*

Business _____

Contact _____

Address _____

Phone _____

Email _____

Raffle Item: Please attach item description and value for use on promotional materials.

	Fee	Quantity	Total
Booth (10' x 10' space)	\$70		
Booth + demonstration during show hours	\$60		
Electricity	\$10		
Display Rack	\$10		
8 ft. Table	\$5		
Grand Total:			

Please make checks payable to **Batavia Depot Museum**.

Return applications to: Batavia Depot Museum
155 Houston St.
Batavia, IL 60510
(630) 406-5274

For more information visit www.bataviaquiltshow.com



Batavia's Quilt & Textile Show

Vendor Information

Exhibit Hours

Friday, July 16	1:00-6:00 pm
Saturday, July 17	10:00 am-5:00 pm
Sunday, July 18	10:00 am-5:00 pm

Setup

Vendors may set up from 5:00-10:00 pm on Thursday, July 15 in the J. Murphy Gym at the Eastside Community Center, 14 N. Van Buren St.

Teardown

Vendors are requested to begin teardown on Sunday, July 18 at 5:00 pm.

Insurance

Each vendor is required to have general liability insurance. If possible, a Certificate of Insurance naming Batavia Park District as an additional insured for the three days of the show should be provided.

Utilities

Unless requested, electricity will not be provided in the booths. No heating devices such as irons will be allowed without special permission. There are no phone lines inside the vendor spaces. Manual charges or cell phones are required for credit card machines.

New: Raffle Prizes

Each vendor is requested to donate one raffle item (min. value \$30) to be displayed in their booth. Finished items sell well with our visitors. The raffle drawing will be held on Sunday. Show sponsors will coordinate raffle ticket sales and drawings. Proceeds benefit the Batavia Depot Museum.

Height & Space Restrictions

All vendors are required to stay within assigned space unless otherwise approved. No helium balloons are allowed.

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