

Naperville Junior Woman's Club
~Shop & Give~ Ladies Shopping for a Cause ~

Thursday, November 09, 2017
 6:00 p.m. to 9:30 p.m.

EXHIBITOR REGISTRATION FORM

BUSINESS NAME: _____

OWNER/CONTACT NAME: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE NUMBER: _____ EMAIL ADDRESS: _____

DESCRIPTION OF ITEMS TO BE SOLD: _____

We are looking for unique, custom or handmade items that are **affordable**. We are also looking for gift items and some direct sales companies as well. The number of vendors with the same type of inventory will be limited in order to offer the most variety in the space we have available. Please no "knock off" or imitation items. Several photos of your items and/or booth display should accompany your registration along with your booth fee. Once accepted, spaces will be assigned in the order received.

Each vendor space will include a 6ft skirted table and be available for a minimum donation of \$125.00. A second table space may also be purchase for an additional \$60. There are a limited number of spaces with electrical access for an additional \$15.00. Please indicate your choice below. We also have volunteers who are available to model your product and walk through the crowd talking about your items and sharing your business cards with guests. The fee for a model is \$50.

		Quantity	Total
Vendor 6 ft. table	\$125		
2 nd table	\$60		
Electrical	\$15		
Walking Model	\$50		
Discounted Event Ticket	\$25		
Grand Total			

This event is a fundraiser and all proceeds benefit Bridges Community.. As part of my participation in the event, ***I agree to donate a raffle item with a value of at least \$25, to be delivered to the committee by October 30th.***

Raffle item for donation- (Brief description and value as items may be used in baskets, other event publicity)

Donating items for goody bags? yes no (circle one) I am donating _____ (describe)
(Raffle item to be delivered to committee by October 30)

 Signature

 Date

Please return completed form and a check for the full amount of your registration fee to the address below.

Naperville Junior Woman's Club c/o Norma Grube
 811 Edgewood Ct
 Sugar Grove IL 60554
 njwclno@aol.com

P.S. Please remember that your booth fee and your raffle donation is a gift to our charities and therefore is tax deductible to the full extent allowed by the IRS. **Make your check payable to Naperville Junior Woman's Club.**

2017 Shop & Give ~ Ladies Shopping for a Cause

Event Dates & Times

The Event will be held Thursday, November 09, 2017, at Chicago Marriott Naperville, 1801 N Naper Blvd, Naperville IL 60563O. **Event check-in and set-up is 4:00-5:30 pm.** Look for signs in the **rear** of the building indicating the proper entrance. Upon arrival, please **report to the check-in table** to receive your space assignment, nametags and door prize donation receipt. Please indicate on the application if you need an earlier set-up. **Event shopping hours are 6:00-9:30 pm. Take down must be completed by 10:30 pm.**

Display Space & Information

Standard display space is approximately 8' x 4' and includes a skirted 6-ft table. Additional 6" table & space is available for and additional \$60. You may reserve a **maximum of two tables.** This additional space must be the same business as the 1st and two vendors may not share space for two different businesses. If you require electric hook-up at your space, there is an additional \$15 charge. Each crafter is responsible for collecting his/her own payment. No cash boxes or currency for change will be provided. Please bring your own shopping bags and wastebaskets as needed.

Shop & Give Event Tickets

As a participant in the event, you may request one ticket to the evening at a discounted rate of \$25. Additional tickets may be purchased for \$30 each. This ticket will entitle you to the amenities provided to our guests, which includes goody bag & food/beverages we are serving. Vendors who do not wish to purchase a ticket will be given a complimentary treat bag with water & some fun snack items, but they may not partake in refreshments served to our guests.

Door Prizes

Each year we feature a door prize giveaway highlighting the crafters and their products. You will be given a receipt for your donation upon receipt of the donation at check-in.

Hotel Accommodations

If you wish to reserve a discounted room at the Marriott for Thursday night, November 09th, contact Lisa Kasar by November 1st.

Application & Selection Process

The minimum Space Fee is \$125 and must be submitted with your application along with any additional fees for electrical, model or event ticket. **Please make checks payable to Naperville Junior Woman's Club.** Once the selection committee has reviewed all applications, you will be notified via email (or standard mail if you don't have email) whether you have been accepted into the event. Receipt of your application & deposit for your check **DOES NOT GUARANTEE** your inclusion in the Gallery. If for any reason you are not selected, you will be refunded the full amount after the selection meeting in September or October. If you change your mind about participating, you must do so before October 15 or you will forfeit your fees. If for any reason your check returns NSF, you will be charged an additional \$25.00 fee.

Please send your Application and check along with descriptions or photos of your product (*business card & brochure if available*) to: NJWC c/o Norma Grube 811 Edgewood Ct. Sugar Grove, IL 60554. You may also include links to digital photos/ product websites. Questions??? njwclno@aol.com