

May 31, 2022

Hello potential ICON Craft Show Vendors:

The application for the 2022 ICON Craft Show to be held on Saturday, November 12, is now available. Please read the following information for details.

The Craft Show will be held on Saturday, November 12, 2022, from 9:00am – 4:00pm at the Hendricks County 4-H Fairgrounds in the Hendricks Power Exposition Hall and the North/South Hall.

- **Set up times: Friday, November 11, 2022 – 4:00pm to 7:00pm**

Saturday, November 12, 2022 – 6:00am to 8:45am

- You must check in at the registration desk in the main building Door 1 to get your booth assignment and your vendor wristbands. Two wristbands per booth will be provided and must always be worn. **Additional vendor wristbands may be purchased for \$1 each.**
- You must have submitted a waiver prior to check in at the registration desk.
- If you have any type of food, you must call the Hendricks County Health Department at 317-745-9217 for any necessary permits.
- Booths are 10'x10' and you will have to provide your own extension cords if you have ordered and paid for electricity.
- Equipment displays cannot extend into the aisles, obstruct pedestrian traffic or visibility of adjacent booths. You may not attach anything to the walls or drapes.
- Please keep all people involved in the setting up of your exhibit space confined to your booth space and immediate area. **PLEASE RESPECT OTHER EXHIBITORS' AREA!**
- You may unload your vehicle at the garage doors. Vehicles must then be moved to the vendor parking area on the west side of the Hendricks County 4-H Fairgrounds. (Look for signs.) The front parking lot will be reserved for your customers.
- **WE DO NOT GUARANTEE EXCLUSIVITY OF ANY PRODUCTS.**
- Vendor tear down and removal time is 4:00pm on Saturday, November 12, 2022. Doors will remain open to the public until 4:00pm. For the safety of our visitors, there will be no early tear down allowed.
- The Hendricks County 4-H Fairgrounds and the Hendricks County ICON are not responsible for theft or damage to any property, or any accidents.
- Booth registrations after November 1 have an increased fee per the registration form.

We are looking forward to a great show. Thank you for joining us. If you have any questions, please call 317-718-6153 or e-mail Pattie Sherrill at psherrill@4hcomplex.org.