

2020 Northwest Celtic Fest
Sears Centre Arena, 5333 Prairie Stone Parkway, Hoffman Estates, IL



ACTIVITY, VENDOR & BUSINESS EXHIBITOR GUIDELINES

Event Date: Saturday, October 3, 2020

Setup: 8:00 a.m. – 11:00 a.m.

Public Display: 11:00 a.m. – 4:00 p.m.

Registration Deadline: September 1, 2020

1. The festival will be held inside the Sears Centre Arena, 5333 Prairie Stone Parkway, Hoffman Estates, IL. (Poplar Creek 59/90, near the intersection of Route 59 and Interstate 90). Directions are available online at <http://www.searscentre.com/arena/directions.aspx>.
2. Morning set-up will begin at 8:00 a.m. on Saturday, October 3, 2020. Set-up must be completed no later than 11:00 a.m. in time for the beginning of the Festival. Please do not enter the building prior to 8:00 a.m. on Saturday morning.
3. Exhibitors displaying in the Concourse, are to unload their equipment at the Clubhouse entrance. A Volunteer or Sears Centre Staff Member will be there to greet you. Maps of the Sears Centre Arena location, parking lot, concourse area, and arena floor are available on www.hoffmanestates.org/celtic.
4. We ask that you follow these Guidelines for setting up in the morning and closing down in the evening. All loading and unloading must be done according to instructions.
5. All Exhibitors must furnish their own means of display. If you require electricity, pipe and drape, use of tables or chairs, or need Volunteers to assist you, please note that on the Application Form.
6. Booths and stations must be manned at all times. The Village of Hoffman Estates, Hoffman Estates Police Department and Hoffman Estates Celtic Fest Commission assume no responsibility for lost, stolen or damaged goods.
7. Please see the Application Form for detailed cost information regarding product sales.

For further information, contact Jennifer Djordjevic, Commission Chair,
jennifer.djordjevic@hoffmanestates.org or 847-781-2610.