

Table Location

The table location will be approximately 10' X 5' which can accommodate an 8' table (including in the table fee) and a standard square or a 2' rectangle table. No additional shelving or display equipment will be allowed. If you have a table or specific displays that will fit in the location (without crowding your neighbor) let us know and accommodations will be made.

Table Locations will be assigned after the application deadline of Friday, November 4. With an anticipated 50 – 60 vendors/crafters; locations will be assigned in the order in which the application/payment is received.

Duplication of Business

Every effort will be made to control the number of “like item” vendors/crafters. There may be some similarities between crafts and products, but there will be no duplication of companies. Vendors/Crafters are accepted on a “first come, first serve” basis. If a duplicate application is received, the applicant will be given the option for immediate return of payment or the option to hold the payment, in the event the initial applicant cancels. If cancellation does not occur, the duplicate payment will be returned, via mail, on Monday, November 28.

Food Products:

Food sampling will be permitted for all vendors whose business includes food. ELC will be providing food for nominal fee along with a bake sale during the Fair.

A complimentary Continental Breakfast will be provided on Saturday morning, prior to the Fair opening, to all vendors, crafters, and volunteers.

Raffle Donation:

Raffle tickets will be available for sale during the fair – 1 ticket for \$1.00, 7 tickets for \$5.00, or “***Your wspan in tickets for \$10.***” All raffle donations are due to ELC no later than Wednesday, November 30.

Depending on the item(s) donated, separation may occur for greater advertising potential. Each assembled donation will have a 5X7 or 8X10 sign in front of it detailing what it is and who donated it. In addition to the signage, each donation will have a decorated bag/box in front of it for collection of tickets.

Drawings will be held at 2:30pm the day of the event. ***Winner need not be present to win.***

All raffle tickets must include a name and phone number. Upon completion of the fair, all tickets will be turned over to the donating crafter/vendor for future follow-up.

Crafters/Vendors are under no obligation to participate.

Marketing Materials:

The Fair will be advertised in various media venues, including but not limited to Darien Chamber of Commerce, *Darien Patch*, *Triblocal – The Doings*, *My Suburban Life*, postings with local businesses, Social Media, etc.

Volunteers/Floaters:

People will be available during the day, for your convenience, to keep an eye on your merchandise should you need to take a short break, eat lunch, or even to browse. Past Vendors/Crafters have prep their locations early enough to peruse the other locations before the doors are open to the public

Cancellation:

Any cancellations within 72 hours of the fair, will be a forfeit of the application fee and lunch fee. Cancellations made prior to the 72 hour deadline, will be returned minus \$10 of the application fee (as advertising will have already been paid for).

Registration Deadline is Friday, November 4, 2016

Please mail completed application, and fee to:

St. John Early Learning Center, ATTN: ELC Vendor & Crafter Fair, 7214 South Cass Ave., Darien, IL 60561

Questions can be directed to

Dr. Nancy Chibe at elc@sjlcdarien.org

Thank you for your participation