

**St. John Early Learning Center**  
**2018 Annual Vendor & Craft Fair**  
**Saturday, December 1, 2018**  
**9:30am – 2:30pm**

St. John Early Learning Center (ELC), located at 7214 S. Cass Avenue, Darien, will be holding its **14<sup>th</sup> Annual Vendor & Craft Fair** on Saturday, December 1. The Vendor and Craft Fair will be open to the public from 9:30am – 2:30pm.

Vendors/Crafters will be allowed to set-up either Friday, November 30, between 12:00pm – 5:00pm or Saturday morning, December 1 at 7:00am. All tables must be completely set-up by 9:30am and remain up until 2:30pm.

All participants are asked to donate a raffle item of at least \$10 in value. Raffle items will be collected as vendors arrive to set up on Friday afternoon or Saturday morning.

*PLEASE PRINT*

**Business Name:** \_\_\_\_\_  **Vendor**       **Crafter**  
**Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **Email:** \_\_\_\_\_  
**City, Zip:** \_\_\_\_\_ **Website:** \_\_\_\_\_

**Description of Product/Craft:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Space Fee:** \$35/\$30\*\*      **Table Fee:** \$10/\$5\*\*      **Electricity:** \$10

*\*\*Early Bird Discount if you register on or before Friday, September 28\*\**

**Indicate any special needs:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please mail this completed form along with your payment, made payable to **St. John Lutheran Church**, to: **St. John Lutheran Church, ATTN: Phaedra Serbus, 7214 South Cass Avenue, Darien, IL 60561.**

### **Location Spot:**

The location spot will accommodate an 8ft table. Any additional shelving or display equipment will be allowed within the location spot (without crowding your neighbor).

Each spot will include 2 chairs. If a table is reserved it will be an 8ft table. Vendors/Crafters are not required to purchase/use a table from St. John.

Location spots will be assigned after the application deadline of Wednesday, November 14. With an anticipated 65 vendors/crafters, locations will be assigned in the order in which the application/payment is received, need and availability for electricity, etc.

### **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.

### **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 15 tickets for \$10.

Each donation will have a decorated bag/box in front of it for collection of tickets along with the name of the business.

Drawings will be held at 2:00pm 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 purchase raffle tickets.

### **Marketing Materials:**

The Fair will be advertised in various media venues, including but not limited to Darien Chamber of Commerce, *Clarendon Hills Courier*, *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 prepped 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. 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 Wednesday, November 14.***

**E-mail Communication:**

Please make sure to add [phaedra.serbus@sjlcdarien.org](mailto:phaedra.serbus@sjlcdarien.org) to your safe e-mails and/or check your junk e-mail folders. All communication and confirmation of receipt of vendors will be done through this e-mail.

**Parking:**

There are several surrounding residential streets within walking distance to St. John. After unloading your things, please park on one of the side streets – 73<sup>rd</sup> Street, 71<sup>st</sup> Street, Timber Lane, or James Peter Court—so that we have plenty of space for customers.

**Please mail completed application, and fee to:**

St. John Early Learning Center, ATTN: Phaedra Serbus, 7214 South Cass Ave., Darien, IL 60561

**Questions can be directed to:**

Deaconess Phaedra Serbus at [phaedra.serbus@sjlcdarien.org](mailto:phaedra.serbus@sjlcdarien.org)

**Thank you for your participation and the support of St. John Early Learning Center.**