

St. John Early Learning Center
2019 Annual Vendor & Craft Fair
Saturday, December 7, 2019
9:30am – 2:30pm

St. John Early Learning Center (ELC), located at 7214 S. Cass Avenue, Darien, will be holding its **15th Annual Vendor & Craft Fair** on Saturday, December 7. 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, December 6, between 12:00pm – 5:00pm or Saturday morning, December 7 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 27

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 20. 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 20.

E-mail Communication:

Please make sure to add vendorfair@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 – 73rd Street, 71st 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 Lutheran Church, ATTN: Phaedra Serbus, 7214 South Cass Ave., Darien, IL 60561

Questions can be directed to:

Deaconess Phaedra Serbus at vendorfair@sjlcdarien.org

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