Dear Crafters and Vendors,

The Grayslake Middle School is sponsoring a Craft and Vendor Fair on Saturday, November 3, 2018. The show will be held from 10:00 am to 3:00 pm at Grayslake Middle School. The Craft and Vendor Fair will include raffle items, a bake sale, and approximately 50 local crafters and vendors. This event is a fundraiser for the St. Baldrick’s Foundation to fight childhood cancer.

General Guidelines:

● All spaces are 10’ x 8’ and will be provided with 2 chairs. **NOTE: TABLES ARE NOT PROVIDED** Crafters/vendors must provide their own tables/displays. All displays must be kept within the 10’ x 8’ space. All crafters must remain set up until the craft show ends at 3:00 pm.

● Entry fees are non-refundable, unless Craft & Vendor Fair organizers cancel the show.

● Set up will be from 8:30 am --10:00 am. Please be set up BY 10:00 am when doors open.

● Some electrical spaces may require an extension cord. Be prepared and bring your own please! Electrical spaces are limited and reserved very quickly. These spaces do go quickly, so application fee must be paid in full to be able to reserve a spot with electricity. Note: for those using electrical outlets, you will be sharing a circuit with other crafters/vendors. Please be courteous and limit your amperage requirements so that you do not cause power disruption to your neighboring booths.

● Volunteers will be available to assist with unloading and loading at the front entrance. We ask that crafters/vendors move their vehicles to the parking lot as soon as their vehicle is unloaded. Please be considerate of your fellow crafters/vendors who also need to unload their vehicles. Park your vehicle towards the side lot or back of the parking lot, allowing attendees to park closer to the building.

● All items you are selling must have been listed on your application form or you will be asked to remove them. We will try to eliminate multiple crafters/vendors beyond the limits set by the fair hosts. There may be other vendors/crafters selling similar items, but we will try to keep this to a minimum.

● There will be a limit of 2 crafters/vendors selling the same type of products. This insures more opportunities for you to sell without a lot of competition and provides for more opportunities for a variety of crafters/vendors to participate.

● We ask for a donation of an item (or items) that are worth at least $10 to be raffled off throughout the day. Please get donation item to Amy Corey before the
event or immediately when you arrive in the morning. Please also include a business card with this donation so that winners have contact information for you.

- Vendors must be cleaned up by 4:30 pm.
- By law, Grayslake Middle School, both inside and outside the building, is a SMOKE-FREE and ALCOHOL FREE environment.
- Grayslake Middle School is not responsible for any losses or damages to crafters/vendors’ property or personal injury to persons attending the craft show.

Confirmation emails with space assignments will be sent after October 12, 2018.

Thank you for making our 2018 Craft and Vendor Fair a success!

Questions or Comments, please contact Amy Corey at corey.amy@d46.org.
Grayslake Middle School
Craft & Vendor Application Form
Saturday, November 3, 2018

Contact Name(s): _____________________________________________________________
Company Name: _______________________________________________________________________
Address (City, State, Zip): ______________________________________________________
Cell Phone Number: _____________________  Emergency Contact Name: _____________
Email Address: _________________________  Emergency Contact #: ________________
Description of items to be sold (Please include your website, if applicable):
____________________________________________________________________________
____________________________________________________________________________

Cost per Space:  Non-Electricity space: $35  Electricity Space: $45
**TABLES ARE NOT PROVIDED**
Number of 10’ x 8’ spaces needed (includes 2 chairs): ________________
Electricity Needed (Circle one):  Yes  No  Total Due: $______________
Make Checks Payable to: St. Baldrick’s Foundation

Application Deadline: October 12, 2018
All crafters must remain set up until the craft show ends at 3:00 pm.
Set up is from 8:30am-9:45am - you must be set up by 10:00 am
Take down is from 3:00-4:30 pm - please leave your space as you found it. If we have to clean up after you, you may not be asked back for future events.

Due to this event being a fundraiser, please donate items worth $10 or more for a raffle.

Exhibitor Agreement: I have read all of the rules for participation and agree to abide by them.
I understand that the Grayslake Middle School will not be liable for any loss or damage to any exhibited material, or injuries that may occur to me, or any person from my business, during the event. I also understand that the Grayslake Middle School has the right to ask any exhibitor to leave, at any time, for behavior they deem inappropriate or unacceptable.

Participant Signature: __________________________  Date: ________________

Send application to: Amy Corey, 440 N. Barron Blvd., Grayslake, IL  60030