

## 2018 St. Bridget Craft Fair Application

### Show Information – Questions? Call Sue Claus at 815-505-6515

Show runs from 9:00 AM – 3:00 PM – Saturday, October 20, 2018

- Show held in the St. Bridget Parish Center & Gym: 600 Clifford Avenue; Loves Park, IL 61111
- \$30 per single booth (10 x 10), \$45 per double booth (10 x 20) non-refundable fee and optional 6 or 8 foot table rental fee (\$5 each), payment must accompany application the for booth to be reserved.
- Set up times are Friday, October 19<sup>th</sup> 5-7:00PM and October 20<sup>th</sup> 7-8:45AM

### Please include the following with your application to exhibit

1. Completed application form
2. Check or cash for booth fee \$30 for a single booth or \$45 for a double booth and any table rental fee (Make checks payable to St. Bridget Parish) No post-dated checks will be accepted.
3. One self-addressed stamped envelope (legal size please)
4. **Sketch of your booth layout on the back of this application** (simple sketch to help us with the best placement for you)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City & Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_

Booth size: \_\_\_\_\_ No Tables are available to rent

What day will you do most of your set up? (Circle one) Friday or Saturday

Description of the type of craft you will be selling, please specify for advertising purposes:

\_\_\_\_\_

Request (circle one): Gym or Parish Center (**No guarantee, see rule #4**)

Would you like flyers to distribute? Yes or No

Can we give your contact information to customers? Yes or No

I hereby release and indemnify the Catholic Diocese of Rockford, its parishes, agents, employees, and volunteers from any and all demands, claims, or liability of any kind or nature from my participation in the St. Bridget Craft Show. I have read and will abide by the St. Bridget Craft Show rules and guidelines.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return the completed application to:

St. Bridget Craft Fair

600 Clifford Avenue

Loves Park, IL 61111

Please see the rules and guidelines attached.

Office use only: Single or Double

Cash or Check # \_\_\_\_\_

Date received \_\_\_\_\_

Tables \_\_\_\_\_

Request \_\_\_\_\_

## **Rules and Guidelines for Inside Booths – St. Bridget Craft Fair – October 20, 2018**

1. All applications are subject to approval, if your application is approved, you will receive an acceptance letter.
2. Exhibit space is approximately 10 X 10 or 10 X 20 in rows around the perimeter of the Parish Hall or classrooms or gym. Chairs will be provided for you. Your selling space is limited to the inside of your booth. You are not allowed to use the walls. Absolutely nothing may be hung on or taped to the walls or windows.
3. **Tables are NOT provided.** There are a limited number of 6 or 8 foot tables available for rent on a first come first serve basis. The cost is \$5 per table, a single booth can rent 1 table, a double booth can rent 2 tables. If you wish to rent a table please indicate this on your application and include the table rental fee with your payment of the booth fee.
4. All booth spaces are pre-assigned, are given on a first come first serve basis, and are assigned to insure variety of products between areas and locations. **Requests are limited to a building (Gym or Parish Center) not a specific booth location. Requests received are not guaranteed.**
5. Set up times are Friday, October 19<sup>th</sup> 5-7:00PM and Saturday, October 20<sup>th</sup> 7-8:45AM.
6. A booth sketch is needed from each vendor for best placement. We will follow your sketch when assigning your booth space; your layout cannot exceed your booth space of 10 x 10 or 10 x 20. **Any walking space down the side of your booth must be included within your booth space.**
7. If you wish to be by another exhibitor please indicate this on your application; if it is possible we will arrange it, but we do not guarantee it.
8. If you have scent allergies or need special accommodations, please notate this on your application.
9. No electricity is available for the booths.
10. Exhibitors may share the cost of a booth, you must find your own person to share with and they must be listed on your application with the items they are selling. Anyone working in your booth agrees to abide by rules.
11. Exhibitors are responsible for staffing their booths; the exchange of money or checks is up to the exhibitor. This is not the responsibility of the show staff or volunteers.
12. On October 20<sup>th</sup>, after unloading their vehicle or before the show starts, exhibitors are to park on the North side of the parking lot, behind the Gym, this area will be marked as exhibitor parking.
13. Exhibitors are responsible for the transporting of their goods to sell from the parking lot into and out of the building. All materials must be removed from the building by 5:00 pm on October 20<sup>th</sup>. No materials will be stored or kept for a later pick up.
14. Exhibitors are required to arrive during set up times, complete their displays, and staff their booth during show hours. All exhibitors must be ready to sell by 8:45am on Saturday, October 20<sup>th</sup>.
15. No exhibitor may remove their display or work before the closing time (3:00 pm) of the show.
16. No smoking or open flame is allowed in the Parish Center or Gym.
17. All soap and scented items must be contained or packaged to reduce the amount of fragrances.
18. St. Bridget Parish reserves the right to ask anyone to leave the Craft Fair and the grounds of St. Bridget's.
19. St. Bridget Parish is not liable for any loss of or damage to any exhibitor's work, items, or supplies.
20. St. Bridget Parish reserves the right to cancel the show if circumstances beyond their control warrant such action.
21. Rules are subject to change without notice.
22. **After registering for the Craft Fair, if you are unable to exhibit on October 20<sup>th</sup> for any reason, please call Sue Claus at 815-505-6515 as soon as possible.**