

..... 8th Annual CRAFT AND VENDOR FAIR

Do you own a home based business or make your own crafts? If so, come be part of our 8th Annual Craft and Vendor Fair at Taft. Taft Foundation will be hosting the fair on Saturday, April 8th from 9am until 2pm. We are accepting applications for up to 38 available spots with the possibility to open a second gym if we receive enough interest. Register early because we are only allowing 1 seller for each company or similar type of business. This is on a **first come, first paid** basis. We reserve the right to not accept all applications in order to host a fair with variety. Each seller is responsible for a **non-refundable** entry fee. There will also be an extra fee for use of a Taft table - you may bring your own to avoid this fee. Two chairs will be available for each booth at no charge. We have several spots that have access to electricity. These booths will be booked on a first come, first serve opportunity. There will be no fee for electricity. Please refer to the exhibit map to view which booths have electricity in order to make your booth choices. Corner booths will not be an extra fee, but they will go fast, so return your applications quickly. Remember, corner booths may require more than one table depending on how you display your merchandise. **If you rent a table from us, we can only provide you with one as the school has a limited number that we can use.** Please fill out the form below **with payment** to reserve and guarantee your spot. Checks are to be made payable to **Taft Foundation**. Booth spots cannot be reserved without payment. If you have any questions please contact: Becky Szymkowiak at 630-267-0074 or via email at taft90foundation@yahoo.com

Spring Craft and Vendor Fair – Saturday, April 8th, 2017

Name: _____

Phone: _____

Email: _____

Name/description of product you will be selling:

Please check all that apply:

\$45 booth fee (A-D or M) \$10 fee for table rental (Tables are 96" x 30")

\$25 hall booth

Please see the next page for booth location choices

Questions _____

Make checks payable to Taft Foundation and mail to:

Taft Foundation * 1605 South Washington Street * Lockport, IL 60441



Taft Foundation wishes to thank Taft PTA for the opportunity to host the Craft & Vendor Fair again this year.

Booth Locations

Taft Craft and Vendor Fair – Saturday, April 8, 2017

Please refer to the map of the gym. Booth sizes are 10ft across the front and 8ft deep for booths **A-D**. All middle booths (marked with **M**) are 9ft x 9ft. Ten smaller hall booths will be available and work well for vendors with less product to display. Hall booths measure 8ft across the front and 5ft deep. Hall booths are reduced in price due to the smaller size. Booths with access to electricity are marked with an **E** on the map. Please submit your registration form with your 1st three choices for your booth location. We will try our hardest to get you one of your 3 choices. The locations will be picked on a first-come, first-serve basis, so get your registration forms to us as soon as possible. If your 1st choice is not taken when we receive your application, we will give you that spot. If it is taken already, we will go to your 2nd choice and so on. There is a possibility that you will not get one of your preferred choices. Please also remember that the registration fee is **nonrefundable**, so if you do not like the spot that you get and decide not to participate, you will not receive your table fee back. You will be notified on Sunday, April 2 of your assigned location.

Name: _____

Product: _____

Choice #1: _____ Choice #2: _____ Choice #3: _____

I agree to honor the regulations of the Taft Foundation Craft & Vendor Show as printed on page 3 of this document:

SIGNATURE: _____ DATE: _____

Please print, fill out and return page 1 and 2 of this document. Page 3 is for your reference.

Office Use Only:

Date received: _____ Signature: _____

Amount Paid: _____ Check #: _____ Assigned Location: _____

Taft Foundation Craft & Vendor Show

Taft School * 1605 S. Washington Street, Lockport * April 8th, 2017 9am - 2pm

Information and Regulations

1. Applications are approved on a first-come, first-served basis. All approved applications are nonrefundable. We reserve the right to limit the number of similar vendors. Any applications and checks received after we are filled to capacity will be returned to the applicant.
2. If your application is approved, you will receive confirmation by email. Notification of booth location will be sent via email on Sunday, April 2nd.
3. Cancellation must be made at least 2 weeks prior to event (March 25) in order to receive a full refund. Cancellations after March 25 will only be refunded if Taft Foundation can resell the space. No credit will be issued if the space goes unsold.
4. Tables are available for rent and 2 chairs will be provided for each space.
5. Exhibitors are responsible for supplying their own damage free extension cords. Please note duct tape is NOT permitted. Painters tape may be used on floors.
6. Set up will take place from 7:30am to 9am on Saturday, April 8th.
7. Follow state sales tax considerations. Neither Taft Foundation, nor Taft School and its volunteers are not responsible for sales tax. This is the sole responsibility of the exhibitor.
8. Food vendors are responsible for obtaining a permit from the Will County Health Department and have that permit available during the event.
9. The following items are prohibited: any and all types of liquor, weapons, drugs, cigarettes and any item that could be considered offensive by school personnel.
10. The exhibitor will be responsible for any damage he/she may cause and will leave their space clean and orderly upon departure.
11. Insurance: Taft Foundation & Taft School is not responsible for insuring exhibitors merchandise in the event of theft or other misfortune. We recommend general liability insurance or special event insurance for event.
12. The exhibitor agrees to release Taft Foundation and Taft School from any loss due to fire, theft, breakage or other cause, and all liability for injury during the show.

