

1336 S. Villa Avenue
Villa Park, IL 60181
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630.833.7262
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Dear Artists and Crafters,

Thank you for your interest in participating in our 2018 Spring Arts & Crafts Fair and Church Bake Sale on Saturday, May 5, 2018 from 9 am to 3 pm. This is our eighth annual Spring Arts & Crafts Fair. We intend to work hard to make this year's fair a success for both our exhibitors and the Church.

We have space for approximately 32 exhibitors selling items handcrafted and made by them. We will limit the number of exhibitors offering similar products. The deadline for submitting applications is March 30, 2018. After the March 30, 2018 deadline, we will accept applications only if spaces are still available. Most years we were almost filled by the deadline, so get your applications in early.

We know that to make this Fair a success, we need to have good attendance. There will be no entry fee for the public. We will be promoting the Fair on our website, on the Internet, in newspapers in the western suburbs and by posting flyers in the community.

We will be holding an hourly raffle for those attending the Fair. If you choose, you can participate in the raffle by donating one of the items that you have for sale worth at least \$10, which will be displayed on the raffle table at the entrance of the event. Your donation will help us raise additional funds for the ministries of the church.

Additional information and rules of the Fair are covered in the Information Sheet and Rules. Once you decide that you would like to participate in the Fair, complete the Application we are providing to you with this letter and mail it to us with the \$25 exhibitor fee (additional \$5 if you need us to provide you a table).

Should you have questions, you can contact us by email at ccvpcraftfair@yahoo.com. You can also call the church at 630/833-7262, but you are likely to get a prompter response by e-mail.

We look forward to your participation.

2018 CCVP Arts & Crafts Fair Committee

Christian Church of Villa Park Spring Arts & Crafts Fair Fair Rules and Information Sheet

The CCVP Spring Arts & Crafts Fair will be held on Saturday, May 5, 2018 from 9 am until 3 pm.

Exhibitors can set up beginning at 7:30 am and must be ready by 8:45 am. **As a courtesy to the other crafters and the customers attending the Fair**, exhibitors must not dismantle their exhibits until 3 pm.

Each exhibitor will be provided an 8-foot space and 2 chairs. Exhibitors are expected to bring their own tables or display racks. We have a limited number of tables that we will make available to crafters for an additional \$5 fee. You can only use the space allotted to you.

You must cover the front of your tables to the floor, and all boxes, bags, etc. must be stored out of sight.

Items exhibited must be originally made and crafted by the exhibitor.

The exhibit space can only be used by the person who completed and signed the application (or his or her representative). It cannot be sold or transferred.

Tables may not be split between 2 exhibitors.

The deadline for filing applications is March 30, 2018. You can submit applications after the deadline but they will only be accepted if space is available. *(We reserve the right to add a limited number of vendors of non-handmade items if spaces are available after the deadline date. However, our intent is for this to be an Arts & Crafts fair and we did not find it necessary to do this last year.)*

The deadline for cancelling and getting a refund is April 14, 2018. Cancellation must be received in writing before that date (email counts as "in writing"). After that date, no refunds will be given.

Each exhibitor will get 1 free donut and coffee in the morning during set up. The Church will be having a Bake Sale during the Fair. We hope to have a vendor selling lunch items. Otherwise the church will sell lunch food.

We hope you will join us on May 5, 2018!

Christian Church of Villa Park Spring Arts & Crafts Fair
Saturday, May 5, 2018 9 am – 3 pm
Application – Due by March 30, 2018

We are pleased that you would like to be an exhibitor at our Spring Arts & Crafts Fair! Complete and return this application and the check for the entry fees to the Christian Church of Villa Park, 1336 S. Villa Ave., Villa Park, IL 60181 **on or before March 30, 2018**. We will advise you shortly after the deadline whether your application has been chosen and if you have been accepted as an exhibitor to the Fair. If we cannot accept your application for any reason, we will promptly return the fees you have paid.

In deciding which exhibitors will be accepted, we will consider the date of receipt of your application, but will also consider the mix of items for sale so that we don't have too many of the same products for sale. We also reserve the right to deny admittance to any exhibitor if we deem their products to be inappropriate for our event.

You can cancel and get a refund if we receive written notice of cancellation from you by April 14, 2018. After that date, fees paid are not refundable.

Print Name: _____
Address, Town, Zip: _____
Telephone no. _____ E-mail address: _____

Complete description of item(s) to be sold – must be hand-made by the applicant (attach or email pictures if possible; we have the right to use them in promoting the fair):

8' of Exhibitor space <u> 1 </u> @ \$25 each (includes 2 chairs)	\$ <u> 25 </u>
Additional \$5 if you want us to provide 8' table	\$ <u> </u>
Total fees due	\$ <u> </u>

You may donate a raffle item valued at \$10 or more for our hourly raffle. Raffle items will be displayed on a table at the entrance to the Fair. Your donation will help us raise additional funds for the ministries of the church. Do you want to donate an item? Yes No

I have read the Rule of the CCVP Spring Arts & Crafts Fair and agree to abide by them. I assume full responsibility and will not hold the Christian Church of Villa Park or any of its officers, directors, members or volunteers responsible for any loss, theft, or destruction of my work or any personal injury or illness which might be incurred as a result of participating in the Fair.

Signature