

3RD ANNUAL



# St. John Arts & Crafts Fair



October 16, 2021  
9am-2pm

St. John Arts & Crafts Fair

St. John Lutheran School Gym

509 S. Mattis Ave.

Champaign, IL 61821

Saturday, October 16

9:00 AM – 2:00 PM

## Arts & Crafts Fair Vendor Application Form

St. John Lutheran Church and School is looking to host its third annual Arts & Crafts Fair. Our hope is to raise funds for the school, and give our local artists a way to showcase their arts and crafts. With your help and the help from our community, we will be able to create a wonderful fair. Please fill out the form attached if you would like to participate at our show. Also, feel free to tell any other craft creators you feel may want to participate at our show.

### Contact Info:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Website: \_\_\_\_\_

Type of products: \_\_\_\_\_

Other Information you feel we should know: \_\_\_\_\_

Exhibitor requests the following booth size and agrees to pay the following booth rental fee. Two chairs will be provided. (check one):

One Table (8' length)                      \$20.00 x \_\_\_\_\_ \* = \_\_\_\_\_ (\* = # spaces needed)

Two Tables (8' length, in "L" shape) \$30.00 x \_\_\_\_\_ \* = \_\_\_\_\_ (\* = # spaces needed)

TOTAL: (add up all above) \_\_\_\_\_

Electricity is available on a limited, first come/first serve base. Vendors must provide their own electrical cords and lights.

Do you require electricity?  Yes  No

**For the application to be considered, the following must be included:**

Please complete the Vendor Application form

Please sign the Terms and Conditions document

Payment:      Method of Payment:  Check  Cash

Please make checks payable to: St. John Lutheran School

Total Payment Enclosed: \_\_\_\_\_

Mail or email\* all by Friday, October 1<sup>st</sup> to:

St. John Lutheran School

509 S. Mattis Ave.

Champaign, IL 61821

Or email at [kschmidt@stjohnls.com](mailto:kschmidt@stjohnls.com)

\*If paperwork is emailed, the application will not be accepted until the fees are received.

\*\*Forms may be accepted after October 1<sup>st</sup>, if space is still available.

By completing an Arts & Crafts Fair application, you are certifying that you have read the Terms and Conditions, and will adhere to all rules and policies herein.

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

Thank you for your interest in the Third Annual St. John Arts & Crafts Fair. Your application will be confirmed by email within two weeks of the time we receive it. Please contact us if you have not received notification.

For more information, please email Kim Schmidt, at (217) 359-1714 or [kschmidt@stjohnls.com](mailto:kschmidt@stjohnls.com)

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\*\*Office use only below this line\*\*

Date Registration Received: \_\_\_\_\_ Payment Received: \_\_\_\_\_

Payment Method: \_\_\_\_\_ Check Number: \_\_\_\_\_

Date Confirmation Emailed: \_\_\_\_\_ Space Assignment: \_\_\_\_\_

## Terms and Conditions

1. Setup/ Break Down: All Exhibitors must be set up and be ready to sell by 8:50 am the day of the Arts and Crafts Fair. Exhibitors may begin setting up on Friday, October 15, 5:00-7:00pm and Saturday, October 16, 8:00 am. Break down can start no earlier than 2:00pm on Saturday and must be completed by 3:00pm. No vendor is to close before the official closing time. Sellers are responsible for their selling spaces. \*Before leaving, be sure your area is clean and trash-free. (Please contact if alternative set-up is needed.)
2. Staffing: Exhibitor tables/ booths must be manned at all times and intact until show closes at 2 p.m. Please limit the number of people at your booth (1-2 ppl is recommended). St. John Lutheran Church and School is not responsible for merchandise or display materials.
3. Exhibitor Items: Items for sale at the Exhibitor's booth must be predominantly handmade by the Exhibitor. If participating as a crafter, St. John Lutheran Church and School reserves the right to have items removed that are considered not appropriately handmade. Items cannot be simply purchased for resale.
4. Exhibitor Responsibility: Exhibitor will be fully responsible for any loss or damage to his or her property by theft, fire or casualty. St. John Lutheran Church and School expressly disclaims any responsibility for same. Exhibitors shall be responsible for any damage which may be incurred to the facilities as a result of or in connection with its operation. Each exhibitor is responsible for the conduct of his employees and/or representatives and activities must not detract from the image or welfare of the fair.
5. Exhibitor Spaces: Exhibitor spaces will be assigned. Placement, flow and competition will be taken into consideration to provide the best experience for fair attendees. If you have special space needs, please include your request with your application, and we will make every effort to accommodate you. Spaces are reserved on a first-come first-served basis. Vendors must ensure that none of their display equipment extends beyond the space they have booked; this includes any rails, stands or additional equipment.
6. One Business per table: Only one (1) business per table; space may not be sublet or shared without prior approval of St. John Lutheran Church and School.
7. Acceptance: St. John Lutheran Church and School reserves the right to decline any application for space if it deems such action to be in the best interest of the Arts and Crafts Fair.
8. Payment & Cancellation of Space: Application fees are not refundable. St. John Lutheran Church and School is not liable if weather or other conditions prevent the Exhibitor from attending and fulfilling the contractual obligation as an Exhibitor. No refunds will be made for weather, accident, health or other causes for non-participation.
9. The full payment is a non-refundable registration fee for the selected space and is due with the submission of this agreement. This fee will be used to cover advertising and other incidental costs associated with the production of this event.

10. Electricity: Electricity will be available as a first-come, first-served basis as electricity is not available at all areas. Outlets are NOT guaranteed. Extension cords must be provided by the Exhibitor.
11. Indemnification: Exhibitor agrees to indemnify and hold harmless St. John Lutheran Church and School from and against any loss, expense, claims, damages, causes of action, injuries, suits or damages, suits to person or property, including attorney's fees, arising out of or related to the operation of the Exhibitors at the St. John Lutheran Church and School Arts and Crafts Fair.
12. Applications: Application forms available at the St. John Lutheran Church and School or at the St. John Lutheran School website at: [www.stjohnls.com](http://www.stjohnls.com)