



**St. Patrick's Altar and Rosary Society  
Arts and Crafts Fair  
Saturday, September 19, 2015**

**RULES AND TERMS OF AGREEMENT**

**Fair Details**

1. The 2015 St. Patrick's Altar and Rosary Arts and Crafts Fair (throughout this document known as the 'Fair'), will be held on Saturday, September 19, 2015, from 7:00 am – 2:00 pm, at the St. Patrick's Parish Hall, 304 East Vine Street, Tolono, IL.
2. Vendor applications will be accepted from any person; however, submitting an application does not guarantee approval/ space.
3. Items must be primarily handcrafted / homemade / handmade and should not be purchased items for resale. However, the Fair is open to a limited number of home-based businesses that sell manufactured items.
4. Prohibited items include but are not limited to: silly string and noise makers. Small amounts of food for sale are allowed as long as the food being sold will not compete with the luncheon discussed in #6 below.
5. At the Fair Committee and pastor's discretion, items must be appropriate for a family-friendly event at a Catholic facility.
6. The St. Patrick's Altar and Rosary Society will have coffee and donuts and luncheon items available for purchase in the Parish Hall at the same time which will draw the public to the Fair. Both the luncheon and the Fair will be advertised online, in area church bulletins, on local fliers, and on several yard signs on the day of the event. The well-known and well-attended Tolono Community-wide Garage Sale is sponsored and advertised by Tolono's B.E.S.T. (Businesses Encouraging & Supporting Tolono). The Craft Fair will be listed on the map provided by B.E.S.T.
7. Vendors will receive one free meal per application received.
8. Electrical sources are extremely limited and should not be anticipated. Limited water source available.
9. Vendor application deadline is September 9, 2015. All application materials and vendor space payments should be received by this date. Applications received after this date will incur a \$5 late fee.
10. Return applications and payment to:  
St. Patrick's A&R Society Arts and Crafts Fair Committee  
PO Box 525  
Tolono, IL 61880

If you would like to send your application via email, please send to [jbjjholt@aol.com](mailto:jbjjholt@aol.com); payments should be received through the mail within 5 business days.

*All vendor applications and payments will be acknowledged within a week of receipt via email.*

## Rules and Terms

1. The Fair Committee Members are authorized to enforce Rules and Vendor Terms of Agreement.
2. The Fair Committee Members may prohibit Vendor participation if the Vendor booth is deemed inappropriate for the Fair.
3. Any one violation of any rule or term of agreement shall be sufficient grounds to expel Vendor from continued participation.
4. Unless Fair space is full at the time of application and payment receipt, application fees are not refundable.
5. The Fair Committee does not guarantee exclusivity of items sold by vendors; however, the Committee will do its best to position competing vendors sufficiently distant from one another.
6. By accepting the terms of this agreement, Vendor indemnifies and holds harmless St. Patrick's Parish, St. Patrick's Altar and Rosary Society, its Board Members and Committees, Volunteers, and any business connected with the Fair from any and all responsibilities, losses of income or property, accidents, claims, damages, suits, attorney's fees, costs, expenses or judgments incurred by, or resulting from, the enforcement of any of the Rules and Vendor Terms of Agreement, or resulting from the sale or consumption of goods sold by Vendors at the Fair.

## Vendor Space and Fees

1. Booths with 8' tables are available OR a 10' x 10' space without a table. Booth fees are for vendor presence on Saturday, September 19, 2015 ONLY.

<u>BOOTH SIZE</u>	<u>BOOTH FEE</u>
8' table.....	\$10.00
10' x 10' space (without table)....	\$15.00

*Due to the limited space, we cannot guarantee booth space for every vendor. If the vendor application is not approved, the application fee will be refunded.*

## Booth Set-up and Opening/Closing Rules

1. Vendors are completely responsible for setting up/breaking down their own booths.
2. Vendors are completely responsible for all booth operation materials.
3. Vendors are completely responsible for staffing their booths during the hours of operation of the Fair.
4. Vendors are responsible for cleaning their booth spaces after the Fair.
5. Vendors can set up on Friday, September 18, from 5:00-7:00 pm or on Saturday, September 19, from 5:00-6:30 am. Please mark your preferred set-up time on the application form.
6. All booths should be open by 7:00 am and should not close before 2:00 pm on Saturday, September 19.

## Questions?

For any questions, please contact us at:

Barb Holt:               jbjjholt@aol.com  
Beth Erwin:             ibbigjeep@yahoo.com  
Christine Schwenk:   schwenkchristine@gmail.com

