

The Busy Bee



Spring  
Craft/Vendor Fair

Featuring local artists and vendors.

**SATURDAY, APRIL 18, 2020 ~ 9A - 2P**

**First Presbyterian Church**

**805 Western Ave - Joliet**

Over 30 Crafters and Vendors expected on site for your shopping convenience. A Café will be open for snacks/lunch! and Special Prize Drawing opportunities!

**\$2 Admission/Donation - FREE Parking**

**Vendor Spaces (to fit 3x8 table) \$30 each**

Spaces are available on FCFS basis - Each applicant requires **Pre-APPROVAL** of business/product before submitting registration by contacting ~ **Kris Hayden 815-258-8617/ email: [tkkhay@yahoo.com](mailto:tkkhay@yahoo.com)** 'BUZZ' on over to our website to download the vendor registration and contract and submit with payment to the church office by **April 12.**

**[www.FirstPresJoliet.org](http://www.FirstPresJoliet.org)**

*Proceeds from this event will benefit FPJ Women's Ministry & Retreat Committee and a local non-profit charity to be named at a later date.*

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# First Presbyterian Church

## Craft/Vendor Fair April 18, 2020

### Rules and Guidelines

1. The exhibitor accepts ALL liability for federal, state and local taxes related of the operation of the said event.
2. Set up will be available Friday, April 17<sup>th</sup> - 6p-8p and Saturday, day of event - 7:30am-9a.  
Doors to the public will open at 9am the day of the event.
3. All exhibitors are required to be at their tables/display during the show hours 9a – 2pm on April 18<sup>th</sup> . Please do not pack up early. Like any other business, posted hours of operation are vital. Thank you for your cooperation in this request. Pack up may start at 2pm and we ask that all exhibitors be packed up and out by 3pm for clean up.
4. Altering of any part of the facility is prohibited – (including any posting or hanging of ANYTHING on the walls/windows/doors) Any damage caused to First Pres. building, property, or equipment due to this negligence will be the financial responsibility of the exhibitor.
5. Table coverings will not be provided by First Pres. and exhibitors are asked to cover their tables.
6. Raffle ticket **SALES** are not permitted by any exhibitor.
7. Handmade and Commercial items will be permitted. Any 2<sup>nd</sup> hand or antique exhibitors must be approved by the Church admin. Staff. First Pres. reserves the right to limit the number of craft/vendor exhibitors that will be allowed to sell similar items, i.e. jewelry, quilts, etc.
8. First Pres. does not assume responsibility of any exhibitors items at any time. All items and equipment brought on to the premises shall be done at the risk of the exhibitor.
9. Please help advertise the event through all measures of social media and in your community. If you need any fliers, please contact the church office and we can email or mail them to you.
10. Special hole-punchers will on-loan to each exhibitor to punch each Shoppers Card that stops by your table. This is an incentive for everyone to visit every exhibit. Extra punches are given when a sale is made.

**First Presbyterian Church reserves the right to enforce the above rules and guidelines.  
No refunds will be given for cancellations.**

I, the undersigned, agree to abide by all the above rules and guidelines set by in place by First Pres. - Joliet

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

I will not hold First Presbyterian Church or any of its staff/members/committee boards, or the event organizers responsible for any loss, damage, theft, sales-or lack thereof. I understand no refund will be given.

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

First Presbyterian Church

# 'The Busy Bee' Spring Craft & Vendor Fair

Date of Event:

**Saturday April 18, 2020 ~ 9am - 2pm**

Vendor Table Set up

Friday, April 17 6p-8p and Saturday 7:30a – 9am.

**Cost: \$30.00 per Table Space** (to fit 3x8 long table)

**Plus \$ 5.00 per table if you need a table provided for the day and 1 item of your choice from your line, donated for our 'Special Drawing' Table**

Tables and space are limited! Please indicate if you are bringing your own table(s)

**Table Space(S) Requested \_\_\_\_\_ (\$30 each)**

**I will NEED table(s) provided ~ # tables \_\_\_\_\_ (\$5 each)**

**Total amount due: # \_\_\_\_\_**

Vendors must provide their own special equipment  
ex: extension cords, special lighting, table cloths, special displays

**DO you need ELECTRIC? ~ Yes / No**

*Electric outlets are limited and will be provided on a first come first serve basis*

COMPANY NAME: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

Description of ALL items to sell: (limit of ONE Vendor per DSA company and limited craft items)

**Total Amount enclosed for Table Space and Table Use: \$ \_\_\_\_\_**

*Frist Presbyterian Church or their affiliates will not be held responsible for any liability, lost, stolen or damaged merchandise or any injury incurred before/during or after the event. All fees are non-refundable as they are used for fundraising. Vendors are responsible for leaving the area in the same cleanliness condition as they found it. Frist Pres. event coordinators reserve the right to censor any booth. Space is limited to only one DSA company and crafters of the same items. Please be very specific of the items you will be selling. (If Possible – please send pictures of your product). You will receive a confirmation email/call when your registration & contract is received. Please be sure to receive Pre-Approval prior to submitting your registration by calling Kris Hayden – 815-258-8617 or email: [TKKHAY@YAHOO.COM](mailto:TKKHAY@YAHOO.COM)*

**Signature \_\_\_\_\_ Date \_\_\_\_\_**

**Please make Checks payable to: Frist Presbyterian Church / NOTE: Vendor/Craft Fair Mail contract AND payment to: Frist Presbyterian Church – 805 Western Ave – Joliet IL 60435**

*Please call Kris Hayden – 815-258-8617 for availability or if you have any questions.*