

First Presbyterian Church

'Spring Fever' Craft & Vendor Fair

Date of Event:

Saturday, April 27th, 2024 ~ 9am - 2pm

Vendor Table Set up ~ Friday, April 26th, 6p-8p and Saturday 7:30a – 9am.

Cost: \$45.00 per Table Space (to fit 1 3x6 to 3x8 long table)
\$ 10.00 per table if provided for the day

1 item (your choice) from your line, to be donated for our 'Special Drawing' Table

Tables and space are limited!

Please contact Kris Hayden (815-258-8617) for PRE-APPROVAL before submitting registration.

A ~ Table Space(s) Requested _____ (\$45 each space)

I will bring my own table _____

B ~ I will NEED table(s) provided ~ # tables _____ (\$10 each)

Total amount due: (A+B) \$ _____

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

C ~ 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 \$ _____ (payment due with registration)

*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 no more than 2 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 completed registration & contract is received. **Please be sure to receive Pre-Approval prior to submitting your registration and contract.***

Signature _____ Date _____

**Payment due with registration ~ Check payable to: Frist Presbyterian Church / Memo: Vendor Fair
Mail contract, registration & payment to: Frist Presbyterian Church – 805 Western Ave – Joliet IL 60435**

Please call Kris Hayden – 815-258-8617 for Pre-Approval or any questions.