

Homemade & Handmade Holiday Craft Show 2018 Vendor Application

The Friends of the Manteno Public Library will be hosting their 4th annual Holiday Craft Show on Saturday, November 3, 2018. The Friends are seeking vendors with fun and affordable handmade crafts and art, no home businesses please.

Location:

Manteno Public Library
10 S. Walnut St.
Manteno, IL 60950

Date & Time:

Saturday, November 3rd, 2018
9:30am-2:30pm

More Information:

mplcraftshow@gmail.com

VENDOR APPLICATION PROCESS, POLICIES, & PROCEDURES:

- Attached is a vendor application, with application include picture of booth. Please complete the application and return it to the listed address.
- Deadline for vendor application is **August 1, 2018**.
- Acceptance as a vendor is not guaranteed. Organizers will review your application and the goods being sold. Organizers reserve the right to determine which vendors and/or merchandise are appropriate.
- You will be notified when the application review is complete.
- Payment will be requested after acceptance to the show. Once notified, payment can be mailed or drop-off to Manteno Public Library. Please make checks payable to the Friends of the Manteno Public Library. No refunds.
- Vendor booth space is limited so please get your applications in on time.
- Organizers reserve the right to limit the number of vendors in any particular category.
- All vendor booths are indoors.
- Booth size is 6' x 8'.
- Vendors are required to bring tables. Chairs are provided.
- Vendors are asked to donate one item between \$15 -\$20 and packaged nicely for raffle table.
- Vending Time: Vendors are expected to be setup and available during the hours of the event: 9:30am-2:30pm.
- Setup Time: Setup time will be between 7:30am and 9:15am the day of the event. Organizers reserve the right to turn away any vendors who show up after the start of the event.
- Break down: vendors may begin after 2:30pm the day of the event.



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(Please note: Submission of this application does not confirm your participation in the event. We will contact you once we have reviewed your application.)

Name: _____

Address: _____

City, State and Zip Code: _____

Phone Number(s): _____

E-Mail Address: _____

Please provide a **picture of your booth** and a **detailed description** of all items displayed in your booth:
(Note: You will be asked to remove any items which are not handmade crafts.)

Number of Booths: _____ (6ft x 8ft Space - \$25.00)

Electricity Needed: Yes _____ No _____

*After we have reviewed your application, we will contact you to request payment by mail, or drop-off to the Manteno Public Library. Please make checks payable to the Friends of the Manteno Public Library.

Insurance Waiver: Manteno Public Library and the Friends of the Manteno Public Library are not liable for theft, loss or damage to property or injury to person.

Signature of Applicant

Date

Return to:
Friends of the Manteno Public Library
Attention: Holiday Craft Show 2018
10 S. Walnut St
Manteno, IL 60950
Fax: 815-468-3360
Email: mplcraftshow@gmail.com

Please return the application by August 1, 2018
For questions, please email mplcraftshow@gmail.com