

SYCAMORE AUTUMN CRAFT & TREASURES MARKET

Dealer Application

Sycamore High School

Show Dates: October 27th & 28th 2018

Please read the guidelines before completing this application. Type or print clearly and submit application in its entire form.

Dealer Name: _____

Business Name: _____

Mailing Address: _____

E-Mail Address: _____

Phone: _____

of years in show: _____ Electric needed: _____

What do you exhibit? Please be specific.

NEW DEALERS ONLY: Please submit four different photos depicting merchandise to be exhibited. All photos must be labeled with your name and description of items. If you wish your photos to be returned, make sure a SASE is enclosed with sufficient postage, otherwise photos will be kept on file for future shows.

Booth Rental Fee: \$150.00 per booth (nonrefundable if booked). If electricity is needed please include a separate check for \$10.00 for **each** booth. Make checks payable to **Sycamore Music Boosters**. Mail to Sycamore Music Boosters, P.O. Box 432 Sycamore, IL 60178.

Enclose a letter size self-addressed stamped envelope with application and payment. Failure to do this will result in the delay of your application.

Application Deadline: August 1st, 2018. There is a \$30.00 fee after August 1st. Applications received after deadline go into standby. Notification will be made by October 1st for applications received ontime.

Further questions, contact Kristine Ohman at kristineohman.pumkinfair@gmail.com or 815-751-2007.

Sycamore Music Boosters

AUTUMN CRAFT & TREASURES MARKET

2018 Information & Guidelines

Doors open to dealers: Friday October 26th ... 9:00a.m. – 9:00p.m. (set-up only)

Saturday October 27th ... 6:30a.m. – 5:30p.m.

Sunday October 28th ... 7:30a.m. – 6:00p.m. (dismantle 4–6:00p.m.)

Doors open to public: Saturday 9:00a.m. - 5:00p.m.

Sunday 9:00a.m. – 4:00p.m.

Admission fee: Adults \$2.00 Students and Seniors \$1.00 Children under 5 are free

All booths are inside the Sycamore High School Field House, and are 10'x12' in size. Booths needing electric are located along the walls. All returning vendors that had electric in the past will have so again if requested. All new requests for electric will be juried.

Along with your application, you must send a SASE so we can mail your confirmation, failure to do so will result in a delay in processing your application.

The Guidelines are for the benefit of the vendors and patrons, failure to comply WILL result in the loss of your booth.

1. Dealers must check in at the door assigned to them in their confirmation notice. Do not arrive before 9:00a.m., school is in session and parking is limited. We strongly urge you to arrive in the earlier part of the day.
2. Student volunteers will be available to help dealers unload on Friday throughout the day. Please do not expect them to handle heavy items. There will be no volunteers on Saturday morning.
3. Your booth must be in accordance with all local, county and state laws. Inspections from the Fire, Police, and Health Department will come through on Saturday. The Health Department may have changed the rules, you will need to make sure that you are in compliance with them and have all the proper paperwork for them during inspection. There is an 8% sales tax. It is up to the dealers to handle this.

4. Booth rental fee for both Saturday & Sunday is \$150.00 and is nonrefundable once booked, an additional \$10.00 fee for electric per booth. If you are not on the floor with your booth assembled by Saturday at 7:30a.m., we reserve the right to rent your booth to someone else.
5. Product must be displayed decoratively on racks or tables, with tables skirted, and extra product kept underneath tables.
6. A booth rental to an individual may not be sold or sublet to another. All merchandise must be the same as on your application. All dealers must have products to sell at their booths. Orders may be taken for special items or products you sell out of.
7. An adult must man your booth at all times. Please do not ask volunteers to work your booth. You must provide your own change.
8. Smoking and alcoholic beverages are prohibited anywhere on school property.
9. Cooking, coffee pots, open flames, and the playing of musical instruments are not allowed inside the field house.

10. DEALERS CANNOT DISMANTLE THEIR BOOTHS BEFORE 4:00p.m. ON SUNDAY. All items need to be cleared out by 6:00p.m. Sunday.

11. NEITHER SYCAMORE MUSIC BOOSTERS NOR SYCAMORE HIGH SCHOOL ARE LIABLE FOR YOUR PROPERTY BEFORE, DURING, OR AFTER THE SHOW. THE BUILDING IS CLEARED OF ALL PATRONS AND DEALERS AND LOCKED DURING THE NIGHT

Questions – Contact Kristine Ohman at 1-815-751-2007 or E-mail:
kristineohman.pumkinfair@gmail.com

We are looking forward to another great show!