

# Sycamore Autumn Craft & Treasure Market



<b>Office use only</b> App. Rec'd _____ Booth #: _____ Notes: _____
--

## Dealer Application Show Dates: October 26 & 27, 2019

Please read the following guidelines before completing this application. Please complete this entire form, print and mail along with any supporting photos to the address below.

Dealer Name: \_\_\_\_\_ Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Email Address: \_\_\_\_\_

\_\_\_\_\_ Phone Number: \_\_\_\_\_

Type of vehicles & license plate # using to transport merchandise: \_\_\_\_\_

**\*\*Please note updates to parking guidelines during the weekend of the show\*\***

# of years in show: \_\_\_\_\_ Will you need Electricity: Y/N What do you exhibit? Please be specific:

\_\_\_\_\_  
\_\_\_\_\_

How did you first hear about the show: \_\_\_\_\_

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

### FEES:

**EARLY BIRD REGISTRATION FEE: (May 15 thru Aug 1)** \$150.00 per booth (nonrefundable if booked). If electricity is needed, please include a separate check for \$10.00 for **each** booth.

**STANDBY REGISTRATION FEE: (Aug 1 thru Oct 1)** \$180.00 per booth (nonrefundable if booked). If electricity is needed, please include a separate check for \$10.00 for **each** booth. All applications received after deadline go into standby.

**BOOTH ASSIGNMENTS:** will be made by September 15, 2019 for applications received by August 1, 2019.

**PAYMENTS:** Make checks payable to **Sycamore Music Boosters**. Mail to Sycamore Music Boosters, P.O. Box 432 Sycamore, Il 60178 **BEFORE AUGUST 1, 2019**. Enclose a letter size self-addressed stamped envelope with application and payment. Failure to do this will result in the delay of your application.

Please address all questions to De Austin at [sycamorecraftfair@gmail.com](mailto:sycamorecraftfair@gmail.com) or 815-762-2744.

Sycamore Music Boosters

*We are looking forward to seeing everyone this year. Thank you for supporting us.*

# Sycamore Autumn Craft & Treasure Market



## *Information & Guidelines*

Please read the information & guidelines completely before completing and mailing in your application. All applications received will be accepted with the understanding that you have thoroughly read, understand and agree to adhere to the following information & guidelines.

### **General Information:**

Location: Sycamore High School Fieldhouse  
427 Spartan Trail/Sycamore, IL 60178  
Contact: De Austin, Vendor Chair @ 815-762-2744  
Admission: Adults/ \$2 Student & Seniors/\$1 Children under 5/Free  
Doors open to public: Saturday 9:00a.m. - 5:00p.m. & Sunday 9:00a.m. – 4:00p.m.

### **Booths:**

- All booths are 10' x 12' and are located inside of the Sycamore High School Fieldhouse
- Booths may not be sold or sublet to another
- Electric booths are available for an extra charge of \$10 **each** booth and are located along the wall of the Fieldhouse (returning vendors who required electric for past shows are offered priority to electric booth if requested, followed by new request in order of receipt)
- Please ensure that your booth meets or exceeds all local, county and state laws and that you have all necessary required paperwork to verify that your booth complies (if applicable). To ensure the safety of all who will visit the fair during the two day event, we will have visits from the Fire, Police & Health Department before the fair begins.

### **Set-up/Breakdown:**

- Each Dealer will be assigned an alpha-number. This number will represent & coordinate with the area of the Fieldhouse where your booth is located. You will also receive a car placard with the same alpha-number which must be visible whenever your vehicle is parked.
- Student volunteers will be available to help dealers unload (non-heavy items) throughout the day on Friday **ONLY**.
- The following times are when the Fieldhouse will be open to Dealers
  - Friday 9:00a.m. – 9:00p.m. (Set-up Only) Volunteers available
  - Saturday 6:30a.m. – 5:30p.m. (Set-up 6:30-8:30 a.m.) Fair begins @ 9:00
  - Sunday 7:30a.m. – 6:00p.m. (Set-up 7:30-8:30 a.m.) 4:00-6:00 dismantle

Sycamore Music Boosters

*We are looking forward to seeing everyone this year. Thank you for supporting us.*

### Set-up/Breakdown cont'd:

- \*\*\*On Friday Dealers must check in at the door assigned to them in their confirmation packet no earlier than 9:00 a.m. School will be in session so parking may be limited.
- \*\*\*On Sunday booth must stay intact until the show ends at 4:00 p.m. Please do not dismantle any part of your booth until after 4:00 p.m. After dismantling you will receive a number which will represent the place where you can park your vehicle for loading. Large vehicles will be given vehicle parking instructions on Friday. \*\*\*Please be sure to include vehicle size info on your application.
- Please have your booth assembled and ready for County personnel walk-throughs no later than 7:30 a.m. each day. We reserve the right to rent your booth to a waitlisted Dealer if it is deemed abandoned (not set-up and attended to by 7:30 a.m. each day).
- Please have all booths broken down and all items cleared out of the Fieldhouse no later than 6:00 p.m. on Sunday.

### Exhibits

- No (**new**) home show exhibits are accepted (ie., Pampered Chef, Thirty-One, Tupperware etc.)
- All merchandise exhibited must represent what was listed on your Dealer application.
- Product must be displayed neatly & decoratively on racks or tables, with tables skirted, and extra product kept underneath tables.
- All dealers must have products available to sell during both days of the fair. Orders may be taken for special items or products you sell out of. You must provide your own change.
- An adult must always be present & working at your booth.
- Please refrain from spraying, rubbing product on or handling patrons without permission.

### Parking (Sycamore High states that all violators will be asked to move or towed at your own expense)

- Please display your alpha-number car placard whenever your car is parked.
- Large vehicles must park near school bus bay. Small vehicle must park in lot near Sycamore United Methodist Church & the Sycamore High School soccer field.
- No early parking for loading on Sunday. You will be given a number for loading.
- Small lot is reserved for handicapped parking
- No parking behind bleacher without pre-authorization
- **NO OVERNIGHT PARKING:** all vehicles will be ticketed by the Sycamore Police Department.

### Other

- Smoking and alcoholic beverages are prohibited anywhere on school property.
- Cooking, coffee pots, open flames, and the playing of musical instruments are not allowed inside the field house.
- Wifi is not available at the Fieldhouse
- Neither Sycamore Music Boosters nor Sycamore High School are liable for your property before, during or after the show. Please take care to secure all valuables. The Fieldhouse will be cleared of all patrons & Dealers and locked during the night.

Sycamore Music Boosters

*We are looking forward to seeing everyone this year. Thank you for supporting us.*