

ISLAND LAKE'S  
32<sup>ND</sup>  
HOLIDAY  
ARTS AND CRAFT  
FAIRE - 2020



# 2020 HOLIDAY CRAFT FAIRE VILLAGE OF ISLAND LAKE

## PARKS AND RECREATION DEPARTMENT

3720 Greenleaf Ave.

Island Lake, IL 60042

847.416.7866 or email [lori.tanzillo@voislk.com](mailto:lori.tanzillo@voislk.com)

847.416.7864 or email [kelli.anderson@voislk.com](mailto:kelli.anderson@voislk.com)

**SATURDAY - NOVEMBER 21<sup>st</sup>, 2020 – 10:00am to 4:00pm**

**SUNDAY - NOVEMBER 22<sup>nd</sup>, 2020 – 10:00am to 3:00pm**

Dear Craft Exhibitor:

Reservations are now being taken for our 32<sup>nd</sup> ANNUAL HOLIDAY CRAFT FAIRE to be held from 10:00am - 4:00pm Saturday, November 21<sup>st</sup> and 10:00 am – 3:00pm Sunday, November 22<sup>nd</sup>, inside the Island Lake Village Hall, 3720 Greenleaf Avenue. All proceeds from the Faire, which is sponsored by the Village of Island Lake, will benefit the Parks, Recreation & Club Programs, which provides adult and children's classes for the community.

Please find attached an application and information sheet with details of the **HOLIDAY CRAFT FAIRE 2020**. Because of the tremendous response from exhibitors in previous years, we urge you to send in your application as soon as possible.

☛ **Please return:**

- ✓ The completed application
- ✓ 3-photos of items to be sold (photos will be returned) *\*\*2019 Show Exhibitors are not required to send photos\*\**
- ✓ The appropriate fee
- ✓ **A business sized self-addressed stamped envelope**

**\*\*Applications received without pictures or SASE will not be considered for acceptance\*\***

The deadline for applications will be **October 9th, 2020**, or an additional \$5.00 fee will be added. All **early applications must pay the fee by September 25<sup>th</sup>** or space may be given up.

The Faire Committee will review each application and notify the exhibitor if space has been approved no later than **Oct. 19th, 2020**. There will be no refunds once an exhibitor has been accepted, and all fees will be returned to applicants who have not been approved. You may only rent out **one** space in the gymnasium. If space is available during the month of November, you may rent 2 spaces in the Senior Center. No large advertising signage (over 4 feet) will be allowed in your space. If spaces featuring electrical outlets or tables are all reserved, the appropriate refund of \$5, \$10, or \$15 will be returned.

The Island Lake Parks & Recreation Department is asking each exhibitor to **donate one \$10.00 or more item per booth number rented**, to feature as a door prize which will be held during the Faire. **NO COUPONS/GIFT CERTIFICATES ETC. WILL BE ACCEPTED. DOOR PRIZE MUST BE AN ITEM SOLD AT YOUR BOOTH.** This mini-display of donated crafts and items, will provide customers with an overview of the Faire as well as furnishing a delightful prize.

There will be a bake sale, snacks, and lunch available sponsored by "The Village of Island Lake Seniors" & "Before & After School Club", and local community groups to benefit same.

Hope to see you here!!

Sincerely,

*Lori Tanzillo & Kelli Anderson*

Recreation Department

# INFORMATION SHEET

## ISLAND LAKE HOLIDAY CRAFT FAIRE

1. Spaces for the 2-day Craft Faire are available on a first-come, first-served basis. Space sizes will as close to 8X8 as possible.
  - \$65.00 - Space 8'x8'
  - \$75.00 - Space includes electrical outlet
  - \$75.00 - Space includes 6' or 8' table
  - \$80.00 - Space includes electrical outlet and table
2. Non handmade item vendor spaces are limited to 3 per each Craft Faire. All other spaces must be 80% handmade items.
3. Exhibitors are responsible for setting up, attending, and cleaning up their own display area. This includes providing table coverings in red, green, or white to match the holiday theme. Island Lake Parks & Recreation Department Volunteers will be available to relieve exhibitors who are alone during the Faire, for short breaks. Please see us at check-in if you will be in need of this service.
4. Set up on Friday November 20<sup>th</sup>, 2019 will be **12:00pm – 6:00pm**.
5. Doors open at **8:00am** Saturday for set-up. **Please do not arrive before 8:00 am**. Uncollected Door Prize items will be collected at this time. **Sunday** we will open the building at **9:30 am**. Please do not arrive before then.
6. Exhibitors must be checked-in and set up in their spaces by **10:00 am**. Failure to show by **10:00 am** will result in the loss of your space to another exhibitor for the duration of the show with no refund.
7. **NO REFUNDS** will be given upon acceptance. This applies to weather related no shows as well.
8. The Island Lake Parks & Recreation Department and the Village of Island Lake cannot be responsible for damage to, or theft from exhibits. The building is locked nightly, and every precaution will be taken to avoid damage or theft.
9. Exhibitors will be sent location directions requested either by phone 847.416.7866 or 847.416.7864, or email [lori.tanzillo@voislk.com](mailto:lori.tanzillo@voislk.com) or [kelli.anderson@voislk.com](mailto:kelli.anderson@voislk.com).
10. Exhibitors must provide their own cash box and prominently display price of items. Please bring your **OWN CHANGE**. We will not have extra change on hand for exhibitors.
11. Smoking will not be allowed in the building.
12. Starting with Craft Faire 2019 exhibitors will no longer be able to purchase 2 spaces in the gymnasium. Depending on the spaces rented you may be able to rent 2 spaces in our Senior Center.

**FOR ADDITIONAL INFORMATION, PLEASE CONTACT: Recreation Office**  
**at 847-416-7866 or 847-416-7864/ email [lori.tanzillo@voislk.com](mailto:lori.tanzillo@voislk.com) or**  
**[kelli.anderson@voislk.com](mailto:kelli.anderson@voislk.com)**

# VILLAGE OF ISLAND LAKE CRAFT FAIRE APPLICATION November 21st and 22nd, 2020

**FOR OFFICE USE ONLY**

DATE RCVD \_\_\_\_\_

SPACE # \_\_\_\_\_

AMOUNT PAID \_\_\_\_\_

CHECK # \_\_\_\_\_

NAME \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_

STATE \_\_\_\_\_ ZIP \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

DESCRIPTION OF EXHIBIT

---

NEW EXHIBITOR  YES  NO ***\*\*\*2019 Exhibitors are not required to send photos.***

\_\_\_\_\_ Space at \$65.00 with  one chair  two chairs  no chairs

\_\_\_\_\_ Space at \$75.00 includes electrical outlet with  one chair  two chairs  no chairs

\_\_\_\_\_ Space at \$75.00 includes table with  one chair  two chairs  no chairs

\_\_\_\_\_ Space at \$80.00 includes electrical outlet, table with  one chair  two chairs  no chairs

\_\_\_\_\_ TOTAL AMOUNT ENCLOSED ***\*\*Please make checks payable to: VILLAGE OF ISLAND LAKE  
Be sure to include a self-addressed stamped business size  
envelope.***

***Mail to: Village of Island Lake "Craft Faire"  
3720 Greenleaf Ave, Island Lake, IL 60042***

**I have submitted three photos of my original work, a stamped self-addressed business size envelope, appropriate entry fees, and the completed application. (Fees will be returned along with any unaccepted applications.)**

**SIGNATURE  
OF EXHIBITOR \_\_\_\_\_**