



## Village of Island Lake 2022 HOLIDAY CRAFT FAIR

**Make your reservation for the 34<sup>th</sup> Annual Holiday Craft Fair**, a fundraiser for the Village of Island Lake Recreation programs serving the children and adults of our community. *Hurry! Spaces fill quickly.*

**Dates/Times:** Saturday, November 19, 10:00am – 4:00pm; Sunday, November 20, 10:00am – 3:00pm

**Location:** Village Hall, 3720 Greenleaf Ave., Island Lake, IL 60042

**Application Deadline\*:** November 6, 2022; \$5.00 late fee for applications received after November 6

**Space sizes/fees\***

\$65.00 - Space 10 X 10'

\$75.00 - Space includes electrical outlet

\$75.00 - Space includes 6' or 8' table

\$80.00 - Space includes electrical outlet and table

*\*Fee payment will be returned for exhibitors who are not approved; no refunds will be issued for approved exhibitors.*

**For Additional Information Contact:** 847.526.8764

**Read the attached application and information sheet. Then return required registration materials the Village Hall Applications without all materials listed below will not be accepted.**

- ✓ Completed application
- ✓ 3-photos\* of items to be sold. \*2021 Show Exhibitors are not required to send photos
- ✓ Fee\* listed on the attached Information and Rules page (check, cash, charge or Epay)
- ✓ Self-addressed, stamped envelope for registration confirmation and return of photos

Hope to see you here!

Recreation Department





## 2022 Holiday Craft Fair Information and Rules

1. Spaces are assigned on a first-come, first-served basis. Limit of one (1) space per exhibitor.

\$65.00 - Space 10 X 10'

\$75.00 - Space includes electrical outlet\*

\$75.00 - Space includes 6' or 8' table\*

\$80.00 - Space includes electrical outlet and table\*

All items must be contained within your space—even if there is an empty space beside yours. \*If spaces featuring electrical outlets or tables have all been reserved, the fee for the outlet and/or tables will be refunded.

2. Non-handmade item vendor spaces are limited to 3 per each Craft Fair. All other spaces must be 80% handmade items. *Used items are not accepted.*
3. Set up/exhibitor access: Friday, November 18 from 12:00pm – 6:00pm and Saturday, November 19 from 8:00 – 9:45am. Doors open for exhibitors Sunday, November 20 at 9:30am. *Please do not arrive before exhibitor access times.*
4. Check-in: Exhibitors must be set up and checked in by **9:55am**. Failure to show by **9:55am** may result in the loss of your space for the duration of the show with no refund.
5. Item Donation: Exhibitors must provide at least one (1) item\* of \$10 or greater value for the door prize drawing. Door prizes must be brought to the table at the main entrance to the Village Hall. *\*No coupons or gift certificates unless they are included with a physical item.*
6. Signs and cash boxes: Exhibitors must provide their own cash box, change and signs. Signs must be not taller than 4'. Item prices must be prominently displayed.
7. Island Lake Recreation Department Volunteers will be available to relieve exhibitors who are alone during the Fair, for short breaks. Please see us at check-in if you will be in need of this service.
8. The Island Lake Recreation Department and the Village of Island Lake are not responsible for damage to, or theft from exhibits. The building is locked nightly, and every precaution will be taken to avoid damage or theft.

**For Additional Information Contact:** Lizzy, 847.416.7866 or [lizzy.schilf@voislk.com](mailto:lizzy.schilf@voislk.com)





**Village of Island Lake**  
**2022 Craft Fair Application**  
**Fair Dates: November 19 and 20, 2022**

<b>FOR OFFICE USE ONLY</b>	
DATE RCVD	_____
SPACE #/s	_____
AMOUNT PAID	_____
Payment type	_____

Name \_\_\_\_\_

Phone \_\_\_\_\_ Address \_\_\_\_\_

Town \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Email \_\_\_\_\_

Exhibit items description \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

New Exhibitor\* (Check one) \_\_\_ yes \_\_\_ no \*2021 Exhibitors are not required to send photos.

- \_\_\_\_\_ Space at \$65.00: # of chairs (up to two) \_\_\_\_\_
- \_\_\_\_\_ Space at \$75.00 includes electrical outlet: # of chairs (up to two) \_\_\_\_\_
- \_\_\_\_\_ Space at \$75.00 includes table: # of chairs (up to two) \_\_\_\_\_
- \_\_\_\_\_ Space at \$80.00 includes electrical outlet, table: # of chairs (up to two) \_\_\_\_\_
- \_\_\_\_\_ Payment amount included

**Checks payable to: VILLAGE OF ISLAND LAKE**  
 Be sure to include a self-addressed stamped business size envelope.  
 Mail or bring to: Village of Island Lake "Craft Fair", 3720 Greenleaf Ave, Island Lake, IL 60042

- ✓ Completed application
- ✓ 3-photos\* of items to be sold. \*2021 Show Exhibitors are not required to send photos
- ✓ Fee\* listed on the attached Information and Rules page (check, cash, charge or Epay)
- ✓ Self-addressed, stamped envelope for registration confirmation and return of photos

I hereby warrant that I have read the Village of Island Lake Craft Fair Information and Rules carefully, and I understand and agree to the terms and conditions.

\_\_\_\_\_  
 Signature Date

\_\_\_\_\_  
 Print name

