

2023 HOLIDAY CRAFT FAIR VILLAGE OF ISLAND LAKE

3720 Green leaf Ave.
Island Lake, IL 60042
847.416.7866 or email lizzy.schilf@voislk.com

Make your reservation for the 35th 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. First come, first serve Basis.*

Dates/Times: Saturday, November 18, 10am - 4pm &
Sunday, November 19, 10am - 4pm

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

Application Deadline*: November 3, 2023 or a \$5 late fee

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: 847.416.7866 or email lizzy.schilf@voislk.com

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

- ✓ Completed application
- ✓ 3-photos* of items to be sold. *2022 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

We thank you for all the love and support through the last 35 years. We can't wait to see you here!!

Sincerely,

Lizzy Schilf

Recreation Department

INFORMATION & RULES SHEET

2023 HOLIDAY CRAFT FAIR ISLAND LAKE

1. Limit of one (1) space per exhibitor. First come, first serve basis.

\$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 17 from 12pm - 6pm
Saturday, November 18 from 8 - 9:45am.
Sunday, November 19 at 9:30am.
4. Check-in Saturday: **9:55 am**, Exhibitors must be set up and checked in. 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 \$15 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. Every precaution will be taken to avoid damage or theft.

For Additional Information Contact: 847.416.7866 or email lizzy.schilf@voislk.com

VILLAGE OF ISLAND LAKE CRAFT FAIR APPLICATION November 18 and 19, 2023

FOR OFFICE USE ONLY

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 First come, first serve basis.

_____ 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

Mail or bring to: Village of Island Lake "Craft Fair 2023", 3720 Greenleaf Ave, Island Lake, IL 60042

- ✓ Completed application
- ✓ 3-photos* of items to be sold.
- ✓ Fee* listed on the attached Information & Rules page (check, cash, charge or Epay)
- ✓ Self-addressed, stamped envelope for registration confirmation

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