



WARREN HIGH SCHOOL CRAFT FAIR November 7th, 2015

Hello Crafters and Retail Vendors,

The 21st Annual Warren High School Craft Fair hosted by the Warren High School Band Boosters will be held on Saturday, **November 7th, 2015** (9:00AM to 3:00PM) at our Almond Rd campus (34090 Almond Rd, Gurnee, IL).

This is the main fundraising event for the Warren Bands and each year 140 vendors and approximately 1300 customers attend. As usual, there is no customer admission fee. The Craft Fair is held indoors and there are two separate rooms – one for craft items and one for commercial retail items. Approximately 110 vendors display craft/homemade items in the Fieldhouse (large gym) while the adjacent smaller gym contains approximately 30 commercial retail and overflow craft vendors.

Booth Details

The cost per booth is **\$65** (non-electric) and **\$75** (electric). All booths are 10' x 10' and display materials must stay within your designated space. Two chairs are provided, but tables are not. **A very limited number of electrical spaces are available.** Returning vendors are guaranteed their previous booth location if the completed application is received by **July 1st, 2015**. After that date, **all remaining booths are assigned on a first come, first serve basis.**

Event Details

For convenience, two set up times are available - Friday night (6-9PM) and Saturday morning (7-9AM). All vendors **must check in** prior to booth set up. A small number of volunteers are available to assist with unloading and loading. All booths must remain set up until Saturday at 3PM. To offset operation costs and the lack of a customer admission fee, we kindly ask each vendor to consider donating one item to our raffle on Saturday.

Retail Vendor Details

Only one retail vendor per commercial company is allowed. **We strongly encourage commercial reps to contact us prior to mailing their application to determine if their company is already participating.** Waiting lists will be established as necessary. To fill available booths, those on the waiting list will be called up to and including the morning of the show. Based upon customer and vendor feedback, the number of applications accepted for certain crafts (i.e., jewelry) is limited. *****IMPORTANT CLARIFICATION*****submitting an application by 7/1/2015 does not guarantee a space at the 2015 fair--**it will guarantee the same spot at the fair should your application be accepted.** If you were in the fair last year and an application is received from another rep (for the same **<Important - continued on next page>**

company that you represent) before your application is received, their application will be accepted and yours will be returned. The date received is the deciding factor as to which vendor's application is accepted for the fair—it is first come, first serve. For retail vendors only, **the 7/1 date guarantees the same booth number should the applicant be accepted, wants the same booth number and was in the show in a prior year.**

All vendors must have a state sales tax identification number or follow procedures listed on the State of Illinois website (<http://www.revenue.state.il.us/individuals/SalesandRelated/fairs.htm>). Each vendor is responsible for collection and remittance of sales tax (7.5%). The Warren Band Boosters are required by law to provide a list of vendors to the State of Illinois within 30 days after the event.

How to Apply

Applications can be mailed to the address listed below and **must** include the following items:

- 1) **Fully completed application** – you must include a valid phone number that you can be contacted at up through the morning of the show; please include an email address as well as it will expedite the confirmation process.
- 2) **Self-addressed stamped envelope (SASE)** – ***if this is not included we will only send an email confirmation. If you do not provide a SASE and do not provide an email address on your application, you **will not** receive any sort of written confirmation.
- 3) **Photo(s)/website for items to be sold** (please indicate if you want your photos returned)
- 4) **Check/money order** (credit cards are not accepted) for applications received at the mailing address by **October 1st, 2015 only**. If there are any spaces left at that time, payment arrangements must be made with the chairperson for payment in **cash** only.

Please **do not send applications without payment**. Sending an application in without payment will not reserve a space at this show. Applications without payment will be rejected.

Mail applications to:

Warren Band Boosters
c/o Virginia McCullough
7868 Geneva Dr.
Gurnee, IL 60031

After processing, confirmation packets are mailed back in the self-addressed stamped envelope (SASE) you have provided within 45 days after receipt. Applications are processed until all spaces are filled. If your application is not accepted, your photos and check/money order will be returned. There are **no refunds** for cancellations or no shows.

We hope you consider this opportunity to participate in our annual event. If you have any questions, contact me via email at wthscraft2015@yahoo.com or phone by leaving a message at (224) 302-3959. If leaving a voice mail message, please speak clearly and slowly.

Sincerely,
Virginia McCullough
2015 Craft Fair Chairperson



WARREN HIGH SCHOOL CRAFT FAIR NOVEMBER 7, 2015

CRAFTER/VENDOR APPLICATION

Name: _____ Business Name: _____
 Address: _____ City/State/Zip: _____
 Business phone: _____ Cell Phone: _____
 E-mail: _____ How did you hear of this event: _____
 Vehicle Info #1 (make/model): _____ Color: _____ License plate #: _____
 Vehicle Info #2 (make/model): _____ Color: _____ License plate #: _____
 Description of item(s) being sold: _____

BOOTH / SET UP REQUIREMENTS (All booths are 10' X 10') Non-electric \$65 each; Electric \$75 each

- Handcrafted/homemade room Retail room (only 1 retailer representative per company)
- Non-electric \$65 (# of booths _____) Electric \$75 (# of booths _____)
- Returning crafter/vendor **requesting same booth(s) as 2014** (application must be received by **07/01/15**). No guarantees for spots on applications received after this date. *****IMPORTANT** info regarding retail vendors only—returning your application by 7/1/2015 does not guarantee a spot at the 2015 fair—same spot guaranteed only if application is received by this date and you are accepted. Please read Retail Vendor Details found on pages 1 and 2 for details.

Total amount enclosed \$ _____ (make checks payable to: Warren Band Boosters)

Set-up time (check one): 6-9 PM Friday 7-9 AM Saturday

Special Requests: _____

MAIL APPLICATION (along with a self-addressed stamped envelope) to:

Warren Band Boosters (c/o Virginia McCullough)
7868 Geneva Dr., Gurnee, IL 60031

If accepted, your check/money order will be processed and a confirmation package mailed to you along with any photos you provided. **NO FEES WILL BE REFUNDED.**

Questions? Contact Virginia McCullough via email (preferred) or leave a message (224) 302-3959
Email: wthscraft2015@yahoo.com or visit our website www.wthsbands.org

For internal use only:

Date received: _____ Booth # _____
 Check # _____ Confirmation mailed _____