



Schaumburg High School VIP Club
Fall 2009 Art & Craft Fair
October 3, 2009

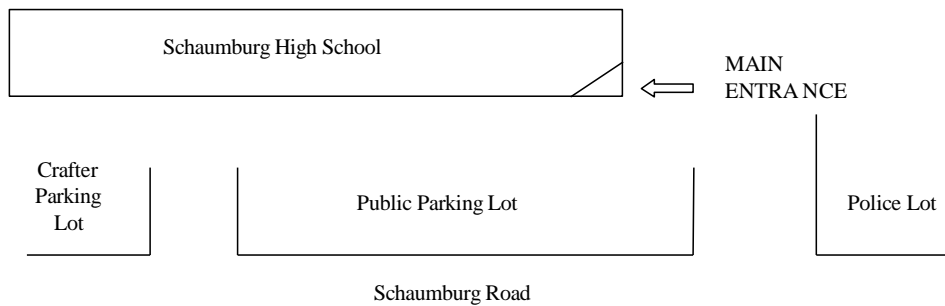
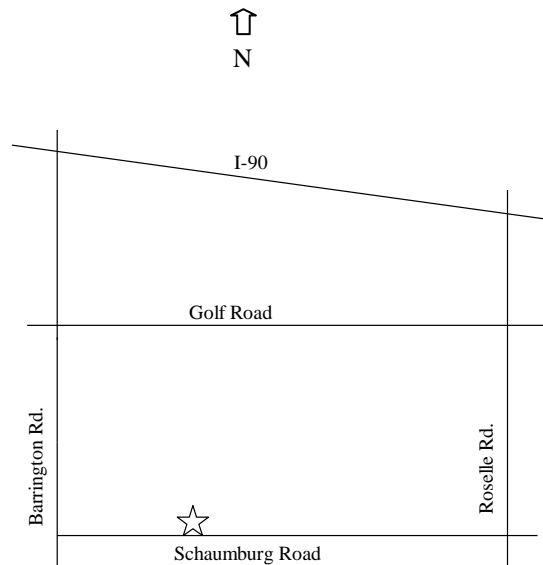
- Location:** Schaumburg High School, 1100 W. Schaumburg Road, Schaumburg, IL 60194
- Date:** Saturday, October 3, 2009
- Set-Up:** 7:00am to 9:00am
Packet with space information will be given at check-in. ANY SPACE NOT EXHIBITED BY 8:00AM WILL BE RE-SOLD WITHOUT A REFUND TO THE ORIGINAL EXHIBITOR.
- Exhibit Hours:** 9:00am to 4:00pm
CRAFTERS ARE EXPECTED TO KEEP DISPLAYS TOGETHER UNTIL 4:00PM OTHERWISE THEY WILL NOT BE INVITED BACK TO PARTICIPATE IN FUTURE CRAFT SHOWS.
- Fee:** **\$65.00 per space**, \$5.00 additional fee for spaces with electricity (these spaces are limited). A receipt will be mailed if a self-addressed stamped envelope is provided. Space locations will not be mailed in advance, assignments will be given the day of the show, at check-in.
- Early Bird Discount:** Any exhibitor that submits their application and it received by May 1, 2009 will receive a \$5 discount for each space reserved.
- Cancellation Policy:** The show coordinator must be notified of any cancellations as soon as possible. Cancellations received at least 48 hours in advance will be entitled to a 50% refund of the fee paid. Anyone who simply does not show up will not receive a refund and will also not be invited back to participate in future shows.
- Deadline:** Spaces are reserved on a first come first serve basis. Applications will be honored through **August 31, 2009** or until sold out, whichever occurs first. You will be notified by mail of acceptance.
- Space:** A 12' long by 5' deep space will be provided along with two chairs. Two 6' tables per space will be provided upon written request on original application only. Special spaces and wall outlets cannot be guaranteed.
- Rules:** Exhibitors are fully responsible for the care, safety and security of their own works and property. The Schaumburg VIP Club will assume no responsibility of liability for damage, loss or theft of works or property. Exhibits must be supervised at all times. The use of aerosols or hazardous chemicals is strictly prohibited. **Candle burning is not allowed. SMOKING IS NOT PERMITTED ON SCHOOL PREMISES.**
- Publicity:** The VIP Club will provide publicity and advertising in local newspapers and on signage.
- General Instructions:** The Craft Fair will be held in the cafeteria and hallways of the school. Please sign in at the admission table located at the main entrance. Restrooms and food will be available. No refunds or space changes will be made. Spaces are reserved on a first come basis as applications are received. We reserve the right to accept or deny applications and to set-up booth assignments as to give the best distribution of similar crafts throughout the display area. **ALL ITEMS ARE TO BE HANDCRAFTED. ABSOLUTELY NO BEANIE BABIES! There is a limit of 10 jewelry vendors per show.** Please note that it is a clear violation of copyright law to resell items made with licensed fabrics, rubberstamps, and other craft items. Licensed products are sold only for individual use. To avoid legal repercussions we ask vendors not to display these kind of items.



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Parking:

Check-in and unload at the East entrance. Please park in the Front West Side Parking Lot. This is the area along Schaumburg Road west of the school. This will allow the public to have parking near the Craft Fair entrance. **DO NOT PARK IN THE POLICE LOT!**



Contact:

Dale Hoepner, Craft Fair Coordinator
724 Whitehall Court
Schaumburg, IL 60194
(847) 490-1656
DaleSHSVIP@aol.com



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Please return this form with a self-addressed stamped #10 size envelope, along with a check or money order payable to **Schaumburg High School VIP Club**. Mail to: Dale Hoepner 724 Whitehall Court, Schaumburg, IL 60194.

Please fill out all spaces. Print only. Incomplete applications will not be accepted.

Names _____ Phone _____

Company Name _____

Address _____

City _____ State _____ Zip _____

Email Address _____

Vehicle Plate Number _____

CATEGORY OF CRAFT: (Must be completed) ALL CRAFTS MUST BE HANDCRAFTED

Ceramics _____ Floral _____ Cross-stitch or Needlepoint _____ Decorated Clothes _____

Jewelry (Handmade) _____ Toys _____ Wood Accessories/Decorated _____

Other (Please specify) _____

Description of Craft (**Please include pictures**, unless we already have them on file. Photos will be returned with your receipt.) _____

Booth/Display Description _____

Number of Spaces _____ x **\$65.00 per space** = _____

Electricity (limited # of spaces) **add \$5.00** _____

Early Bird Discount – deduct \$5.00 (_____) (only for exhibitors that pay by 5/1/09)

Total: _____

One 12' table per space (please circle)

YES **NO** **Left uncircled will mean NO table.**

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