



**SPRING VENDOR FAIR & PANCAKE BREAKFAST**  
**Saturday March 25, 2017**  
**Alton H.S., 4200 Humbert Rd, Alton, IL**

Dear Vendor & Crafter

You are cordially invited to our 5<sup>th</sup> annual Spring Vendor Fair & Pancake Breakfast to be held in the Commons at Alton High School, 4200 Humbert Road, Alton IL. We are inviting vendors and crafters to this event which will run from 8:00 a.m. – Noon (12:00 p.m.)

Name \_\_\_\_\_ Product Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_

E-mail Address \_\_\_\_\_

(Confirmation letters will be e-mailed)

Describe your product line or craft (be specific)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Cafeteria spaces are approximately 8x9 or 5x12

Please check appropriate space: Single \$25.00 \_\_\_\_\_ Double \$50.00 \_\_\_\_\_ Triple \$75.00 \_\_\_\_\_

Number of 8-foot tables at \$10.00 each \_\_\_\_\_

Need Electricity Yes \_\_\_\_\_ No \_\_\_\_\_ Note: You must supply your own extension cord and you will have one outlet.

Your booth number and location will be determined by the space we have available at the time your contract and payment is received.

If you need more information please call (618) 474-6967 or e-mail [lplummer@altonschools.org](mailto:lplummer@altonschools.org)

Please return this page with appropriate fees (**checks payable to ABOB**) and 2 to 3 current photos of your product (new vendor/crafter) to: ABOB Spring Vendor Fair

P.O. Box 3284  
Alton, IL 62002

Office use only	
date	
amount	
check/cash	
rcvd by	

**PLEASE SIGN ON THE BACK**

1. All booths must be safely constructed and not constitute a hazard. Drape all booth or table fronts where exposed to view and keep all packing material out of sight.
2. All participants are responsible for their merchandise. Neither the Alton Community School District No. 11 nor ABOB will be liable for any damages or injuries to persons or property sustained by conditions or activities on the premises.
3. No flea market or yard sale items will be accepted. The vendor fair committee reserves the right to remove any item deemed objectionable or undesirable for any reason. The vendor fair committee reserves the right to reject vendors that are not at the level of quality that the committee deems suitable.
4. No alcoholic beverages permitted on premises. Smoking and electric cigarettes are not permitted in any school buildings or on school properties per Illinois State law.
5. No pets permitted.
6. No nails, screws, tape, or staples may be put on walls, floors, ceilings, or tables.
7. All proceeds from sales go to the vendors. Vendors are responsible for collecting and paying Illinois State sales tax.
8. Confirmation will be e-mailed as contracts are received. Booth number and location will be emailed the week of the Vendor Fair.
9. No open flames.
10. Vendors and crafter must park in the outer student lot after unloading.
11. We will attempt to accommodate those requesting electricity. You will have access to one outlet plug. It is the vendor/crafter responsibility to provide a long, heavy-duty extension cord. Our school building has limited power outlets so please be patient and try to limit your power requirements to a minimum.
12. If you must cancel from our show, notify us by February 17, 2017 and we will refund all your fees. **No refunds will be made after February 17.**
13. All vendors/crafters selling food must have prepared all food items in a certified kitchen. All food items must be packaged and labeled with ingredients according to health department standards. The Madison County Health Department requires vendors and crafters at one-day events to have a food permit if you sell food prepared at your home or if you put out food samples at. The cost for a one-day food permit is \$75.00. The cost for a one-year permit is \$150.00. You do not need a food permit if your food items are commercially packaged. Call (618) 296-6079 with any questions.

I have read the information and ABOB Spring Vendor Fair rules and agree to abide by them.

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Vendor Signature

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Date



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### **ADDITIONAL INFORMATION**

#### **SET UP TIMES**

Friday, March 24, 4:30 to 7:00 p.m.

Saturday, March 25 at 6:00 a.m.

#### **SHOW HOURS:**

Saturday, March 25, 8:00 a.m. to Noon (12:00 p.m.)

**No flea market or yard sale items will be accepted.**

Two (2) chairs will be available for each space.

Arrangements for tables (if rented) must be made in advance.

Booth size (approximate): Cafeteria spaces are approximately 8x9 or 5x12

Booth sizes may be adjusted to maintain proper clearance.

**THE FAIR COMMITTEE RESERVES THE RIGHT TO ASSIGN YOU A DESIGNATED SPACE. NO SPECIAL REQUESTS WILL BE HONORED. NO APPLICATION WILL BE ACCEPTED WITHOUT PAYMENT AND PICTURES FROM NEW VENDORS/CRAFTERS.**

Students will be available Friday during set up and Saturday during teardown to assist you in carrying your booth materials and items to/from your vehicle. Due to great demand for our students, please do not ask them to help unpack or pack your items.

Registration can be done Saturday at the vendor fair office for the 2018 Spring Vendor Fair.

If you need more information please call (618) 474-6967 or e-mail [lplummer@altonschools.org](mailto:lplummer@altonschools.org).

**PLEASE DO NOT CALL THE HIGH SCHOOL!!**

# PLEASE KEEP FOR YOUR RECORDS

Please help us maintain an orderly Spring Vendor Fair by abiding by the following rules:

1. All booths must be safely constructed and not constitute a hazard. Drape all booth or table fronts where exposed to view and keep all packing material out of sight.
2. All participants are responsible for their merchandise in case of loss or damage. Neither the Alton Community School District # 11 nor ABOB will be liable for any damages or injuries to persons or property, sustained by conditions or activities on the premises.
3. No flea market or yard sale items will be accepted. The vendor fair committee reserves the right to remove any item deemed objectionable or undesirable for any reason. The vendor fair committee reserves the right to reject vendors that are not at the level of quality that the committee deems suitable.
4. No alcoholic beverages permitted on premises. Smoking and electric cigarettes are not permitted in any school buildings or on school properties per Illinois State law.
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