

OLDE ALTON ARTS AND CRAFTS FAIR
Saturday Dec. 2nd & Sunday Dec. 3rd, 2017
Alton High School, Alton, Illinois.

Dear Crafter:

You are cordially invited to our 29th Annual Crafts Fair to be held at Alton High School, 4200 Humbert Road, Alton Illinois.

Name _____ Business Name _____

Address _____ City _____ State _____ Zip _____

License Plate # _____ Phone # _____ Cell # _____

E-mail Address _____

Describe your craft (be specific) _____

Booth sizes vary according to location within the school. Hall spaces are approximately 5X12 or 7X10
Cafeteria spaces are approximately 8X9 or 7X10

Returning crafter check if same booth is wanted _____ Booth # _____

We must receive contract and payment before June 1, 2017 to guarantee same booth.

Cafeteria space _____ Hall space _____ we will do our best to accommodate your request.

Please check appropriate space Single \$85.00 _____ Double \$170.00 _____ Triple \$255 _____

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

Need Electricity Yes _____ No _____ Note: You must supply your own extension cord.

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) 474-6996 or e-mail craftfair@abob.net

Please return this page with appropriate fees (checks payable to ABOB) and 2 to 3 current photos of your craft to:

ABOB
P.O. Box 3284
Alton, IL 62002

Office use only	
date	
amount	
check/cash	
rcvd by	

PLEASE SIGN ON THE BACK

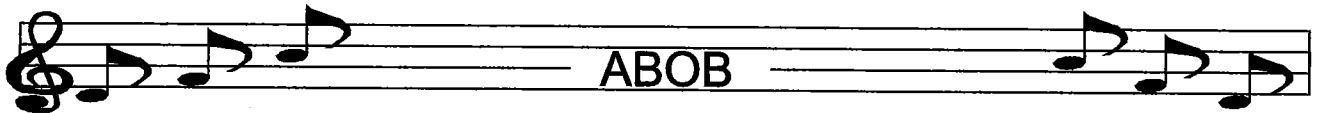
Please help us maintain an orderly Arts & Crafts Fair by abiding by the following rules:

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 Crafters 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. All merchandise in the show must be hand crafted. Crafters must attest to making all or a major part (over 50%) of each item presented at our fair and selling only their crafts. The craft fair committee reserves the right to remove any item deemed objectionable or undesirable for any reason. The craft fair committee reserves the right to reject crafts that are not at the level of quality that the craft fair committee deems suitable.
4. No alcoholic beverages permitted on premises. Smoking is not permitted in any school buildings or on school properties.
5. No pets permitted.
6. No nails, screws, tape, or staples may be put on walls, floors, ceilings, or tables.
7. All proceeds from craft sales go to the crafters. Crafters are responsible for collecting and paying Illinois State sales tax.
8. Written confirmation will be sent approximately 1 month prior to the craft fair with your booth number and location.
9. Those who close their booth before 3:00 p.m. on Sunday forfeit their right to return the following year.
10. Crafters must park in designated lot after unloading or your vehicle will be towed at your expense.
11. We will attempt to accommodate those requesting electricity. It is the crafters 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 November 1, 2017 and we will refund all your fees. No refunds will be made after November 1. There are no exceptions to the rule.
13. All crafters that sell food items must contact the Madison County Health Department to determine what permits, if any, are required. You must have the proper permits available at all times during the craft fair, should MCHD stop by your booth. You may be asked to leave if proper permits are not acquired. No refunds will be issued.

I have read the information and ABOB rules sheet and agree to abide by them

Crafter signature

Date



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ADDITIONAL INFORMATION

SET UP TIMES:

Friday, December 1st from 7:00 P.M. to 9:00 P.M.
Saturday, December 2nd from 6:30 A.M. to 8:45 A.M.

SHOW HOURS:

Saturday- 9:00 A.M. to 4:00 P.M.
Sunday- 10:00 A.M. to 3:00 P.M.

Your product must be handcrafted, no wholesale items, imports or kit items will be allowed.
Include 2 or 3 photos of your craft. The photos should be clear and close-up.

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 7X10
Hall spaces are approximately 5X12 or 7X10
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 PICTURES.

Our students will be available Friday, during set up and Sunday 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.

The cafeteria will be open Saturday and Sunday for breakfast and lunch. Students will be available to deliver food to your booth.

If you leave the building, you must have your nametag to re-enter the building. In the event that you lose your nametag, please check with the craft fair office for a new nametag.

Registration can be done Saturday and Sunday at the craft fair office for the 2017 craft fair. You will need your 2017 signed contract and appropriate fees.

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PLEASE DO NOT CALL THE HIGH SCHOOL!!

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PLEASE KEEP FOR YOUR RECORDS