



OLDE ALTON ARTS AND CRAFTS FAIR  
Saturday Dec. 3rd & Sunday Dec. 4<sup>th</sup>, 2022  
Alton High School, Alton, Illinois.

Dear Crafter:

You are cordially invited to our 33<sup>rd</sup> 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 # \_\_\_\_\_

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

Describe your craft. (Please be specific. If you are new to our Fair, please attach photographs.) \_\_\_\_\_

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

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 - Please check if same booth is wanted \_\_\_\_\_ Booth # \_\_\_\_\_**

**We must receive contract and payment before June 1, 2022 to guarantee same booth.**

Cafeteria space \_\_\_\_\_ Hall space \_\_\_\_\_ We will do our best to accommodate your request.

Please check appropriate space Single \$90.00 \_\_\_\_\_ Double \$180.00 \_\_\_\_\_ Triple \$270 \_\_\_\_\_

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 are received.

If you need more information, please call (618) 474-6996 or e-mail [abobcraftfair@gmail.com](mailto:abobcraftfair@gmail.com).

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

ABOB  
PO Box 3284  
Alton, IL 62002

**PLEASE SIGN ON THE BACK**

Office use only	
Date	
Amount	
Check/Cash	
Rcvd by	

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 and Electronic Vaping are 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, location and entry door.
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, 2022 and we will refund all your fees. No refunds will be made after November 1, 2022. There are no exceptions to this 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. Visit <https://www.co.madison.il.us/departments/health/index.php> for additional information.
14. The health and safety of our students, crafters and guests are important to us. The safety protocols for our Fair may vary based on CDC, Illinois Department of Public Health, or the Madison County Health Department at the time as well as any requirements or recommendations by our government jurisdictions or our District Administration. Protocols for the Fair will be communicated as soon as they are available. While we recognize these protocols will not provide perfect protection against contracting the COVID-19 virus or other communicable virus or disease, they represent our best chance to maintain a healthy environment.
15. **Your cancelled check or cash receipt is confirmation of participation in the fair.**

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 2<sup>nd</sup> from 7:00 P.M. to 9:00 PM.

NOTICE: FRIDAY TIMES MAY CHANGE DUE TO BASKETBALL SCHEDULE.

PLEASE CHECK 2021 CONFIRMATION LETTER FOR FINAL TIMES.

Saturday, December 3<sup>rd</sup> 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 **may** 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 FIRST TIME 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. If 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 2023 craft fair. You will need your 2023 signed contract and appropriate fees.

If you need more information, please call (618) 474-6996 or e-mail [abobcraftfair@gmail.com](mailto:abobcraftfair@gmail.com).

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

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**PLEASE KEEP FOR YOUR RECORDS**