

Irving Elementary School's
Annual Holiday Craft Fair
Saturday, December 8, 2018, 9am to 1pm

CRAFT FAIR USE ONLY

Date Received: _____

Check #: _____ Amt: _____

Space Number: _____

NAME*: _____

*If applicant is a student, also provide student's grade level, teacher, and name of parent or guardian

BUSINESS/VENDOR NAME (if applicable): _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ EMAIL: _____

PLEASE CHECK ONE OF THE FOLLOWING (Each vendor space is 8'x4' and includes one table and two chairs):

- I am an Irving student, teacher, parent, guardian, or Irving alumnus and would like to share a vendor space. *Cost for half of a vendor space = \$7*
- I am an Irving student, teacher, parent, guardian, or Irving alumnus and would like my own vendor space. *Cost for one vendor space = \$15*
- I am a crafter/artist from outside the Irving Community (You are welcome!) and would like to share a vendor space. *Cost for half of a vendor space = \$12*
- I am a crafter/artist from outside the Irving Community (You are welcome!) and would like my own vendor space. *Cost for one vendor space = \$25*

Please describe the item(s) you will be selling. ***All items must be handmade by the applicant.***

I have read and understand the Craft Fair Guidelines:

X _____

Please submit one completed application & check or money order payable to **Irving PTO** by *November 26, 2018*:

Washington Irving School
Attn: Craft Fair
1125 S Cuyler Avenue
Oak Park, IL 60304

Applications may also be emailed to CraftFair@irvingpto.com

CRAFT FAIR GUIDELINES

1. We will make every effort to grant a space to all applicants of the Irving community, including Irving students, parents and guardians. All other vendors will be subject to a juried selection process. Space is limited, and applications will be processed in the order they are received.
2. Set up is between 8 am and 9 am on Saturday, December 8, 2018. The Fair will be open for business promptly at 9 am the same day.
3. One 30-inch by 6-foot long table and two chairs will be provided. Participants are asked to bring a table covering that will completely cover the top and the front of the table, to the floor.
4. All craft booth items are to be removed by 2 pm on Saturday, December 8, 2018.
5. All items are to be handmade by the applicant(s).
6. Each participant is requested to donate one item to the Irving Craft Fair raffle. Items can be donated at the time of set up or beforehand.