

# *St. Paul the Apostle Craft Show and Sale*

## Artist / Vendor Application

**Saturday, November 4, 2023**

**10am to 4pm**

at

**St. Paul the Apostle Church**

**6401 Gages Lake Rd, Gurnee, IL**

Thank you for your interest in being an Artist/Vendor! This show will feature makers who offer a variety of high-quality, handmade goods and spectacular vendors. This show is all about celebrating the art and soul of craft within our community. Our goal is to promote local artisans; foster an appreciation for handmade culture. We also want to provide a unique variety of vendor's goods to present a delightful shopping experience for all. The vendors will be separate from the artists.

A donation of a craft or merchandise item for our raffle to support our parish will be required.

### **Semi-Juried Show**

Artists/vendors will be accepted largely on a first come, first serve basis, but we also reserve the right to refuse applications if the items do not meet the show's criteria (outlined on page 2) or if the limit for that particular product category has been reached. With so many great artists/vendors applying, jurying is a difficult job, but it is done to ensure a healthy mix of products. Artists/vendors whose applications are received after all of the spaces are filled will be put on a waiting list; in the event that a space opens up, those vendors will then be contacted. We request that you please not send your booth/table fee until after we receive and approve your application. Once approved, an invoice will be sent.

### **Booth/Table Pricing:**

**Premium 16' x 4' wall space (no table): \$60**

**Premium 12-foot table: \$60**

**8-foot table: \$40**

**6-foot table: \$30**

**Vendor table (6'): \$30**

You will be able to choose your size on the application, and spaces will be given on a first come, first serve basis. Also, if you are willing to accept a different size if your first choice is not available. Two chairs will be provided. ***Vendors are responsible for bringing their own display equipment they may need, including a table covering, and extension cords. Extension cords need to be taped to the floor and tape removed during clean up.***

## **More Information & FAQs**

### **What kind of products can artists/vendors sell?**

Anything handmade by you, or by a friend or family member whose product you are helping to sell. This includes but is not limited to sewn items, woodwork, knitting, crochet, jewelry, soap, original artwork, and so on. Vendors who are selling non-handmade/resale items are also welcome.

### **Can I share a table?**

Absolutely! You can split the cost and table/space with another artist/vendor if you wish. If you do this, be sure to include all of their information (type of items sold, website, etc.) on your application as well. (Or, if filling out two applications, please be sure they are submitted together.)

### **Set up and tear down**

Set up will begin at 6:00pm Friday, Nov. 3<sup>rd</sup>. Vendors must complete setup by 9:50am Saturday, Nov. 4<sup>th</sup>. Tear down begins at 4:00pm and must be finished by 5:00pm. All tables are indoors. Artists/vendors may not hang items or tape on walls.

### **Amenities, etc.**

Food will not be provided, so please be sure to make arrangements beforehand. If you need electricity for your table, check the box on the application. As previously stated, vendors are responsible for providing their own display, table covering, and décor, etc. Two chairs will be provided.

### **How do I pay my table fee?**

You may pay via the Parish website, check or money order. Please **do not** include payment with your application. Once your application is approved, an invoice will then be sent to you via email. Payment will then be due within two (2) weeks of receipt.

### **Cancellations**

If you need to withdraw from the show, you must do so by October 1<sup>st</sup> to receive a full refund. Cancellations made between October 1<sup>st</sup> and October 23<sup>rd</sup> will receive a half refund. Cancellations made after October 23<sup>rd</sup> will not be refunded.

### **Where do I send my application?**

*Mail to:*

***St. Paul the Apostle Craft Show and Sale***

***6401 Gages Lake Rd.***

***Gurnee, IL 60031***

*Or email to: [cnielsen@saintpaultheapostle.church](mailto:cnielsen@saintpaultheapostle.church)*

**Once your application is received, you will be notified via email. Do not send payment until your status as a vendor has been confirmed. Please be sure to send your payment within 2 weeks after receiving your invoice.**

For questions: Email me at [cnielsen@saintpaultheapostle.church](mailto:cnielsen@saintpaultheapostle.church) or send a message to our Facebook Page: [St. Paul the Apostle Craft Show and Sale](#)

[Application begins below. Please keep the above portion.]

# Vendor Application for the St. Paul the Apostle Craft Show & Sale, Saturday, November 4, 2023

**APPLICATION DEADLINE IS OCTOBER 1, 2023**

Business Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

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

Phone: (\_\_\_\_) \_\_\_\_\_ Alt Phone: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_ (please use an address you check regularly, as this will be the primary contact method.)

Website where your work can be reviewed: \_\_\_\_\_

If a website is unavailable, please include photos of your products with this application.

General description and price range of the products you plan to have available:

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Which size booth/table would you like?

**Premium 16' x 4' wall space (no table): \$60**

**Premium 12-foot table: \$60**

**8-foot table: \$40**

**6-foot table: \$30**

**Vendor table (6'): \$30**

Do you need electricity at your table?  YES  NO

If your preferred space is not available, are you willing to purchase a different size?

YES  NO

## Participation Agreement

The artist/vendor agrees to indemnify and hold harmless St. Paul the Apostle Church from and against all liability, claims, demands, losses, damages, levies and cause of action or suits of any nature whatsoever arising out of or related to the artist/vendor's activities at the 2023 St. Paul the Apostle Craft Show. All federal, state and local laws governing retail sales must be followed. I understand the rules and regulations of the event and will comply. I realize that failure to comply may result in expulsion from the event.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_