

**COMMUNITY CHURCH OF ROLLING MEADOWS
26th ANNUAL ART & CRAFT FAIR & BAZAAR**

- When:** Saturday, August 4, 2018 – 10:00am-6:00pm
Held in conjunction with our **62nd Annual CORNFEST**
- Where:** The Community Church of Rolling Meadows
2720 Kirchoff Road
Rolling Meadows, IL 60008
- Applications:** Must be received by July 27, 2018 if you expect to receive a confirmation. Confirmations are made via email, if possible, to let you know you have been accepted into the fair. Applications will be accepted up to the day of the Fair/Bazaar (if space permits), however, **any applications received after July 27, 2018 will be subject to an additional \$10 administrative fee and checks will not be accepted. In order to keep our space fees low, please enclose a self-addressed, stamped business-sized envelope for confirmation of booth assignment and check-in instructions sent a week or so prior to the fair. (If no envelope is provided you will receive your space assignment at check-in the morning of the fair.)**
- ***Please include a picture of items to be sold with your application. Do NOT assume that the Cornfest committee is familiar with your work. We may not have the same committee each year.**
- Spaces:** \$65.00* per space (12' by 12')
+ \$10 late fee after July 27, 2018 (Cash, money order or credit card)
*Must be paid in advance; no refunds; no post-dated checks.
All exhibitors applying before August 31, 2017 will be able to request the same space as this year. Beginning in September, spaces will be considered on a first-come, first assigned basis.
- Meal Tickets:** If you would like to purchase meal tickets at an exhibitor discount, they will be available at the time of application at a **discounted price of \$10.00 for 2018** (limit 2 tickets per booth). Your payment for meal tickets must be included with your booth fee. **Any crafters purchasing tickets the day of the event will pay full price.** **Those who will be using the tickets **MUST** present their ticket **at the crafter check-in table** to receive a hand stamp, no hands will be stamped at the ticket booth.
- Details:** We feature arts, crafts and select direct sales items. **This is NOT a flea market.** This event is held on the church lawn. All spaces are outside and there is limited shade and possibly uneven ground. Please be prepared! Event is held rain or shine!
- We cannot provide tables, canopies, chairs, or electric/water hookups. Unfortunately, we do not have workers to help with loading or unloading your items. Please bring enough help with you.**
- PLEASE BE SURE YOU AND YOUR CRAFTS CAN TOLERATE THE HEAT!**
- Information:** Call the church office (847) 255-5510
E-mail: ccrmcraftfair@yahoo.com

**COMMUNITY CHURCH OF ROLLING MEADOWS
26th ANNUAL ART & CRAFT FAIR & BAZAAR
TO BE HELD 8/4/2018**

APPLICATION FORM

Detach and return to:

The Community Church of Rolling Meadows
2720 Kirchoff Road
Rolling Meadows, IL 60008
847-255-5510

Make checks payable to:

Community Church of Rolling Meadows
(No refunds/no post-dated checks)
(Cancelled check is your receipt)
**Payment after July 27, 2018 must be cash
or credit card**

Contact Name _____

Company Name* _____

Address _____

Phone _____ Emergency Contact*: _____

E-mail address*: _____ Emergency Contact Phone*: _____

Vehicle Make & Model* _____ License # _____

***Required information, if none available, please indicate.**

Description of items to be sold (Please be as specific as possible): _____

*****Please include a picture of items to be sold with your application. Do NOT assume that the Cornfest committee is familiar with your work. We may not have the same committee each year.**

**# of 12' x 12' spaces _____ at \$65.00 each
+ \$10 late fee after July 27, 2018 (Cash or credit card)**

Send full payment with application. Applications received by August 31, 2017 can be guaranteed the same space as this year, if it is requested. After that, beginning September 1, 2017, spaces are assigned on a first come first served basis. We will do our best to honor your request as closely as we can and try to separate similar exhibitors. Confirmations are made via email, if possible, to let you know you have been accepted into the fair. **Please enclose a self-addressed, stamped business-sized envelope for confirmation of booth assignment and check-in instructions sent a week or so prior to the fair. (If no envelope is provided, you will receive your space assignment at check-in the morning of the fair.)**

Exhibitor Agreement: I have read all of the rules for participation on the attached pages and agree to abide by them. I understand that the Community Church of Rolling Meadows and the CORNFEST Committee will not be liable for any loss or damage to any exhibited material, or injuries that may occur to me or my people during the Fair/Bazaar. I also understand that the Community Church of Rolling Meadows and the CORNFEST Committee reserves the right to eject any exhibitor, at any time for behavior they deem inappropriate or unacceptable.

Signature _____ **Date** _____

*****Please do not forget to attach a photo of items to be sold!**

Space Requests:

#1 _____ **#2** _____ **#3** _____

FOR OFFICE USE ONLY! DO NOT WRITE HERE!

Post Marked Date: _____

2018 Space Assignment: _____

Meal Tickets: _____

**COMMUNITY CHURCH OF ROLLING MEADOWS
26th ANNUAL ART & CRAFT FAIR & BAZAAR – August 4, 2018**

Rules for Exhibitors

1. **All exhibitors must check-in at the Exhibitor Sign-In Table before setting up.** This table will be located at the end of the building by the restrooms. Someone will be at the table **no earlier than 7:30 am on Saturday morning.**
2. **Displays cannot be set up before 7:30 a.m.** on Saturday and they cannot be taken down before 6:00 p.m. that evening. Any crafter who takes their display down before 6:00 p.m. (unless due to inclement weather) may not be invited to return the next year. All displays must be taken down by 8:00 p.m. Please remember to dispose of your trash in our garbage cans – do not leave it in your space.
3. **Loading and Unloading Procedures:** Kirchoff Road will have one lane blocked off in front of a portion of the Fair/Bazaar area from 7:30 am to 9:00 am and from 6:00 p.m. to 7:30 p.m. so that exhibitors can unload and load their vehicles. **(You cannot stop on Meadow Drive.)** These are the only times exhibitors are allowed to stop in this lane. If you choose to stop on the street outside of these times or to stop on Meadow Drive, you will be responsible for any tickets issued by the Police Department – Community Church will not take any responsibility for exhibitors who ignore these guidelines. In consideration for your fellow exhibitors, when unloading, please unload your crafts at the curb, move your car and then take items to your space. When loading, please have your items at the curb when retrieving your vehicle. Please take **no more** than 15 minutes to load/unload your items and move your vehicle. **No driving or parking on the church lawn at any time.**
4. **Only items listed on the application may be displayed.** All items displayed for sale must be of an arts, crafts, or gift nature–this **is not** a Flea Market. Items of an objectionable nature will be removed immediately upon Community Church of Rolling Meadows’ and the Fair/Bazaar Committee’s discretion. Items must be kept within the space assigned to you. **Nothing may be displayed in the walkways or parkways.**
5. **Exhibitor may hold drawings/raffles** for products sold **IN THEIR BOOTH ONLY** as long as there is no charge (\$) for tickets/entries. Each exhibitor is responsible for any permits required by the City of Rolling Meadows.
6. **Canopies, tables, water and electricity are not provided.** Exhibitors may bring their own display cases, canopies, or tables as long as they do not extend beyond the assigned space.
7. **Each exhibitor is responsible for his/her own sales and sales tax.** Please bring sufficient change.
8. **We cannot provide any coverage if an exhibitor needs to leave his/her space for any length of time**
Each exhibitor is responsible for his/her own area. Please bring sufficient help!
9. **Procedure for assigning spaces:**
 - A. **All exhibitors** applying before August 31, 2017 will be able to have the same space as this year, if requested. Beginning in September, spaces will be considered on a first-come, first assigned basis.
 - B. **Any exhibitors applying after July 27, 2018,** will be assessed an additional administration fee of \$10 per space. **Checks will not be accepted after this date... only cash, money order or credit cards.**
10. **We reserve the right to space exhibitors** so that similar products are a reasonable distance apart.
11. **Community Church of Rolling Meadows and the CORNFEST Committee will not be liable** for any loss or damage to any exhibited materials. Also, we are not liable for injuries before, during, or after the Fair/Bazaar.
12. **All exhibitors will be expected to move their vehicles** to one of the store or school parking lots across the street to save the church parking lot for our CORNFEST and Fair/Bazaar customers. **The only exception is for those with IL handicapped placards visible.**
13. **Applications will be accepted upon approval of the Fair/Bazaar Committee. You will be notified by email of your acceptance. In order to keep our space fees low, please enclose a self-addressed, stamped business-sized envelope for confirmation. If no envelope is provided, you will receive your space assignment at check-in the day of the fair.**