



# Autumn Craft Fair and Treasures Market

## Vendor Application

Show Dates: October 26 - 27, 2024



*The Sycamore Music Booster's Craft Fair is administered by volunteers to raise money for the SYC427 school district. Thank you for helping to support our music programs!*

Please read all guidelines before applying. Consider REGISTERING / PAYING ONLINE WITH THE QR CODE ABOVE. If you do not wish to apply online, complete the entire form, print and mail along with any supporting photos / checks.

Vendor Name: \_\_\_\_\_

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

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

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

# of years in show: \_\_\_\_\_ How did you first hear about the show: \_\_\_\_\_

Will you need Electricity (+\$20): **Y / N (circle one)** What do you exhibit? Please be specific: \_\_\_\_\_

Are you interested in having your business featured on Sycamore Music Booster social media as part of our craft fair publicity? By selecting "Yes", you give the SMB permission to use your business name, social media sites, and photos to feature your business as a part of our craft fair marketing. We will highlight as many interested vendors as possible, but can not guarantee marketing. **Y / N (circle one)** If you circled yes, please populate the following:

List social media accounts/ full names used to promote your business: \_\_\_\_\_

What is one sentence you would use to promote or describe your business: \_\_\_\_\_

**NEW VENDORS AND VETERAN DEALERS ADDING NEW EXHIBITS:** Please submit four different photos depicting merchandise to be exhibited. All photos must be labeled with your name/business name and description of items.

**EARLY BIRD REGISTRATION FEE: (Prior to July 31) \$160.00 per booth** (nonrefundable if booked). If electricity is needed, please include a separate check for \$20.00 for each booth.

**STANDBY REGISTRATION FEE: (After Aug. 1) \$190.00 per booth** (nonrefundable if booked). If electricity is needed, please include a separate check for \$20.00 for each booth.

**BOOTH ASSIGNMENTS:** Will be made on Sept. 15 for applications received by Aug. 1; applications received after Aug., 1 will be assigned at the CF discretion, upon vendor acceptance.

**PAYMENTS:** ONLINE PAYMENT AND REGISTRATION CONVENIENCE at the QR CODE ABOVE (<https://www.sycamoremusicboosters.com/craft-fair>), OR make checks payable to Sycamore Music Boosters and mail to: P.O. Box 432 Sycamore, IL 60178. Please address all questions to Music Boosters at [syc427actm@gmail.com](mailto:syc427actm@gmail.com).



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and Treasures Market  
Information and Guidelines  
Show Dates: October 26 - 27, 2024**



*The Sycamore Music Booster's Craft Fair is administered by volunteers to raise money for the SYC427 school district. Thank you for helping to support our cause!*

Consider registering and paying electronically with the QR code above. Please read the information and guidelines below. All applications received will be accepted with the understanding that you understand and will adhere to the following:

**General Information:**

Location: Sycamore High School Fieldhouse 427 Spartan Trail, Sycamore, IL 60178

Contact: Vendor Chair @ [syc427actm@gmail.com](mailto:syc427actm@gmail.com) <https://www.sycamoremusicboosters.com/craft-fair>

Admission : Adults: \$3    Students & Seniors: \$1    Children under 5: Free

Doors open to the public: *Saturday* 9:00 a.m. – 5:00 p.m. and *Sunday* 9:00 a.m. - 3:00 p.m.

**Booths:**

- All booths are 10' x 12' and are located inside of the Sycamore High School Fieldhouse; booths are not furnished - vendors are responsible for bringing all tables, chairs, etc.; floor capacity is 190 booths
- Electricity may be available for an extra charge of \$20/booth; these booths are along the walls of the Fieldhouse (returning vendors who require are offered priority if requested, followed by new requests in order of receipt)
- Vendors are responsible for booths meeting/exceeding all local, county, and state laws (including food sampling) and possessing the necessary paperwork to verify that your booth complies (such as food permits) prior to setup. To ensure the safety of all who participate, the craft fair will have visits from the Fire, Police and Health Department before the fair begins. For questions regarding food permits or to obtain an application, please visit the county's website at <http://health.dekalbcounty.org/services/food-safety/>. The DeKalb County Health Department can also be reached by emailing [food@dekalbcounty.org](mailto:food@dekalbcounty.org) or by phone at 815-748-2153.
- No dogs/animals are allowed in the Fieldhouse unless service animal *documentation is presented*

**Setup / Breakdown:**

- Each vendor will be assigned an alpha-number. This number will represent and coordinate with the area of the Fieldhouse where your booth is located; booths may not be sold or sublet
- The Fieldhouse will be open to vendors during the following:
  - o **Friday 9:00 a.m. – 7:00 p.m.** Vendor set-up only; Signing up for a dock unloading time is strongly encouraged! (please read future emails for more details)
  - o **Saturday 6:30 a.m. – 5:30 p.m.** Final set-up prep 6:30-8:30 a.m.; booth must be completely set up no later than 8:30a; craft fair is open 9a – 5p
  - o **Sunday 7:30 a.m. – 6:00 p.m.** vendor restock from 7:30-8:30a; fair is open 9a-3p; Dismantle begins *no earlier* than 3p; tear down 3-6p; vendors must be completely moved out of the Fieldhouse no later than 6p Sunday