

St. Ignatius Fall Festival and Craft Fair

Saturday, October 2 – Noon to 7:00 pm

Sunday, October 3 – Noon to 6:00 pm

This document includes the **Rules and Regulations** that must be adhered to for all vendors. Your signature on the attached Registration and Agreement form is your acknowledgement that you have read these and agree to abide by them. If you have any questions, please email festival@silcc.org. Thank you and we look forward to working with you.

Craft Fair Information/Rules and Regulations

All approved professional artists, crafts people and merchants are invited to participate. Each and every item sold must be approved. All items must show good taste and acceptability is at the sole discretion of the St. Ignatius Fall Festival and Craft Fair Staff. Any unacceptable items must be immediately removed. Any vendor refusing to remove inappropriate items will be expelled from the show with no refund of any fees.

- Review committee must approve all items. Review committee reserves the right to limit the number of “like item” booths.
- All exceptional items will be considered; i.e. antiques, collectibles, dolls, paintings, crafts, photography, clothing, select foods, etc.
- Direct sales vendors are also eligible; however, you must have product to sell. Only one of each direct sales company will be allowed.

Application Process

Deadline:

Please **email** your completed application to silccvendors@gmail.com by June 1 to reserve a space. We will request payment once your booth has been approved and we have opened up the payment process. We will accept applications after this date; however, returning vendors will no longer receive priority after June 1.

Photographs:

Each NEW applicant must submit a minimum of 3 good quality photographs that are representative of work or product to be sold. Each and every type of work or product to be sold must be represented.

If you are a returning vendor and are adding new/different products from those sold at previous St. Ignatius Fall Festivals, you must submit photos of the new products. If our Festival representative viewed your products at another show, you do not need to submit photos unless you have a product not previously seen by our representative. The photos should be submitted with your application to festival@silcc.org.

Fee/Jury Process:

Applications are juried in the order they are received. Once you have been notified that your application has been approved, you will need to remit payment within the designated time frame. Please note that we are currently targeting June to start accepting payments, though that could change as the situation

around COVID-19 develops. Until we open up the payment process, if you are approved, you will have "Accepted pending payment" status. Should a similar vendor also apply, they would then be placed on a wait list.

While we do accept checks, there will be a \$35.00 overdraft charge for insufficient funds, in addition to any bank overdraft charges, as applicable. Upon acceptance, you will be assigned a booth.

Booth Spaces

- **All booth spaces are outdoors and are 10x10 spaces.** DO NOT BRING A 12X12 TENT! Your space is 10x10. If your tent is too large, you will be asked to take it down. As this is an outdoor event, we strongly encourage you to have weights on your tent. This year, we have a limited number of premium booth spaces available for an additional fee. These spaces fall into one of the following categories: corner, high traffic area lining the primary walkway from one area of the festival to another and/or under the overhang. Regular booths are priced at \$150/booth and the premium booths are \$175/booth. The premium booths will be offered on a first-come/first-served basis. Applications will be processed in the order received.
- We do not rent partial booths; however, you are free to partner with someone and share it. If you are sharing a booth, the entire application process for the combined booth must be submitted together along with information on both vendors. Additionally, payment must be received on a combined basis.
- You will be required to keep your display entirely within the designated space. If your display is impeding the walkways, you will be asked by a member of the St. Ignatius Fall Festival Staff to move it. Refusal to do so, could result in being expelled from the show with no refund.
- We do not provide booth walls, dividers, pegboards, hardware, or extension cords.
- Exhibitors provide all display equipment and are responsible for setting up and tearing down their own display. We do **NOT** have volunteers available to assist.
- Tents may be rented for a \$35 fee. We have a limited number of tents to rent. Tents need to be ordered at the time of registration. No extras will be available the weekend of the show. We do not have weights for the rented tents and strongly encourage you to bring your own.
- Tables may be rented for \$10 and must also be ordered on the application form. We rent these tables from a company; therefore, there will not be any extra the day of the festival.
- **Electricity** will be provided but we do **NOT** provide extension cords or power strips. Electricity is for **lighting** and **fans** only. No heaters, air conditioners, TV's etc. will be allowed. If you need electricity for lights, please bring your own extension cords (50 ft. would be safe). Only two strands of lights and one fan will be allowed for electricity usage. Please help us prevent overloading the circuits by not plugging in too many extension cords!

Move-In and Move-Out from Exhibit Spaces/Parking

- Set-up will be available on Friday, October 1, 2020 from 5pm until 8pm and on Saturday, from 8am until 11:30am. No vehicles are allowed in the booth area. Please bring a cart to transport your items from your vehicle to your booth space. After unloading your vehicle, please move your

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vehicles to the off-site parking and ride in on shuttle running every 15 minutes. If you have more than one vendor in your booth, please plan to carpool. Please leave spaces in front of church for festival events and customers.

Booths must be set up and ready for operation by Saturday at noon. We open at noon, though occasionally have early shoppers so do encourage you to be set up earlier.

- Dismantling of booth spaces may not begin until the end of the festival at 6pm Sunday. For the safety and consideration of all attendees, vendors and festival staff, vehicles of exhibitors are not allowed in the load/off load areas until all show patrons have exited exhibit area.
- There will be NO overnight parking of vehicles, trailers, or RV's on the premises.
- On-site security is provided on Friday and Saturday nights. We have overnight security and have had no problems; however, we do not assume any responsibility for your property.

Schedule:

Set-up	Friday, October 1 from 5pm to 8pm Saturday, October 2 from 8am to 11:30 am
Festival hours	Saturday, October 2 from Noon to 7pm** Sunday, October 3 from Noon to 6 pm

** The festival is actually open later and if there are still people shopping, you are free to stay open longer.

Refunds:

The festival and craft fair is a rain or shine event. There are no refunds.

Thank you and we look forward to working with you. If you have any questions, please don't hesitate to reach out to either of us at festival@silcc.org or at the numbers below.

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THIS EVENT IS FREE TO THE PUBLIC