

**Irving Elementary School's  
Annual Holiday Craft Fair  
Saturday, December 12, 2015, 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 and name of parent or guardian.

BUSINESS/VENDOR NAME (if applicable): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

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

- ☐ I am an Irving student, parent or guardian (or an Irving alumnus). Cost for one space = \$20
- ☐ I am a crafter/artist from outside the Irving community (You are also welcome!). Cost for one space = \$30
- ☐ I will be sharing my space with another crafter/artist. (If sharing a space, please attach a second application(s) with contact and craft information for other participant(s).)

CRAFTS DESCRIPTION: Please describe the item(s) you will be selling. ***All items are to be handmade by the applicant.***

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**I have read and understand the Craft Fair Guidelines.** \_\_\_\_\_

Please submit one completed application and check or money order payable to **Irving PTO** by November 30:

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

Applications may also be emailed to [CraftFair@irvingpto.com](mailto:CraftFair@irvingpto.com).

Optional: Send up to five (5) digital images of your work to [CraftFair@irvingpto.com](mailto:CraftFair@irvingpto.com)  
Or provide URL for a photo sharing or other website with images of your work: \_\_\_\_\_

**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 12, 2015. 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 12, 2015.
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.