

**Irving Elementary School's
Annual Holiday Craft Fair
Saturday, December 9, 2017, 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, teacher, 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, teacher, parent or guardian (or 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 must be handmade by the applicant.***

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 29, 2017**:

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

Applications may also be emailed to CraftFair@irvingpto.com.

Optional: Send up to five (5) digital images of your work to 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 9, 2017. 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 9, 2017.
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.