

St. Ignatius Fall Festival and Craft Fair

Saturday, October 3 – Noon to 7:00 pm

Sunday, October 4 – 11 am to 5:00 pm

This document includes the **Rules and Regulations** that must be adhered to for all vendors. Completion of the Registration form is your acknowledgement that you have read these rules 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, craft vendors 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.

- The review committee must approve all items. The 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 a product to sell. Only one of each direct sales company will be allowed.
- For the avoidance of doubt, you are not permitted to add a product that has not been approved at the festival without prior approval by Marnie Duerr or Kelly Rosser. For example, if you submitted an application as a jewelry vendor, you are not permitted to add yard art to your booth without seeking approval. Similarly, if you are a returning vendor and are adding different products to your booth, you must provide pictures of the new items for approval.

Application Process

Deadline:

Please request an application form by sending an email to festival@silcc.org. We will request payment once your booth has been approved. **Once the payment link is sent, you have 48 hours to remit payment to reserve your spot.**

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. 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 10 x 10 and are offered on a first-come, first-served basis.

- **WE HAVE A LIMITED NUMBER OF INDOOR BOOTHS FOR \$250.** These booths will be in the classrooms inside the building where bingo and the silent auction occur. There will be three booths in each classroom. You will not be allowed to set up a tent/tent frame and will not be able to hang anything on the walls. If you are applying for an indoor booth, you must have your setup approved in advance. We are sensitive to damage to the walls and carpet so please keep that in mind.
- For outdoor booths, we strongly suggest tents. **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, all tents must have weights. 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, the premium outdoor booths are \$175/booth.
- 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. We do not have the ability to accept split payments.
- 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.

Additionally, as tents are required to be weighed down, you can rent a set of tent weights for an additional \$10. WE WILL NOT BE RENTING WEIGHTS FOR PERSONAL TENTS.

- Tables may be rented for \$15 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. For your information, these are 8 foot tables.
- **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 2nd from 5pm until 8pm and on Saturday, from 8am until 11:30am. (Note: Indoor booths may not be available for setup until 6pm. We will confirm closer to the Festival.) You may unload at your booth location only on Friday. **For safety reasons, no vehicles are allowed in the booth area on Saturday.** Please bring a cart to transport your items from your vehicle to your booth space. After unloading your vehicle, please move your vehicles to the off-site parking and walk across the street. If you have more than one vendor in your booth, please plan to carpool. Please leave spaces in front of the 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 5pm Sunday or end of Live Auction, if earlier. 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 the exhibit area after 5pm and you have completely packed up your booth and taken down your tent.
- 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 2 from 5pm to 8pm Saturday, October 3 from 8am to 11:30 am
Festival hours	Saturday, October 3 from Noon to 7pm** Sunday, October 4 from 11am to 5 pm

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

Final check-in information will be sent the week of the festival.

Refunds:

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

Christmas Market Option

St. Ignatius also holds a Christmas Market/Live Nativity event on December 19 from 4pm to 9pm. The fee for this event is \$25.

As this is a shorter event, we do not rent tents or tables; you must provide all items necessary for your booth. We do provide the same access to electricity.

The registration link will provide an option to include registration for the Christmas Market as well. Additional details about the Christmas Market will be provided in late October/early November. We will also hold sign-ups for this event later in the year.

Thank you and we look forward to having you at our show. 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 (texts preferred).

Kelly Rosser
832.746.4731

Marnie Duerr
832.453.1428

THIS EVENT IS FREE TO THE PUBLIC