PLEASE READ CAREFULLY!!

Sunday May 6, 2018 - St. Charles Rd. Downtown Lombard, IL - 10:00 am – 4:00 pm

FEE: **Early Bird** $100.00 (postmarked by March 23, 2018 for All Exhibitors
Standard Fee $125.00 after March 23, 2018 (***NO*** Exceptions)

BOOTHS:
12' x 12' (double spaces may be purchased) vendors must provide all of their own equipment including canopies, tables & chairs.

CRAFTERS:
This is a juried show. In order to be considered as an artist, you must return the enclosed application along with 3-4 pictures of your items (not returnable). All craft work must be original. **Imported merchandise, manufactured good or goods from kits will not be allowed.** Food items for human consumption will be allowed with a DuPage County Health Department Permit (include with application). All merchandise must be the original artwork created and displayed by the artist listed on the registration form. Anyone not following these rules will be asked to remove unwanted items from their display and, if necessary, will be asked to leave the show. There will be no refunds. ***We reserve the right to accept or reject any artist in order to provide a well balanced, quality show. We also reserve the right to limit the number of similar entries to the fair.***

JEWELRY:
Due to the high number of Jewelry crafter applications we receive each year, we will only be allowing a maximum of eight (8). Applications will be juried on a first-come, first-served basis. *Double booths are NOT available for jewelry vendors.*

HOME PARTY VENDORS:
Home Party Sales Vendors are limited to one per business and will be accepted on a first-come, first-served basis. **Past participation is not a guarantee of acceptance.**

ELECTRIC:
$50 fee - limited availability and special adapters needed from Public Works – please indicate your need for electric on your application. The need for electric may limit your booth location, and are not available the day of the event. Electric must be reserved in advance, and not available on the day of the event.

GENERAL:
Exhibitors are to supply their own display tables, chairs and tents (no stakes allowed)**.** All tents **must be** secured and weighted for weather conditions – **minimum of 25 pounds per tent leg is required**. The Lombard Fire Department will be on site to inspect the set-up of each booth. Each exhibitor is responsible for the set up, care and removal of their own booth**.** No "Sale, Reduced or Special" signs allowed.
For a safe and orderly set-up, there are staggered arrival times. Crafters only, you may indicate your preferred set-up time - your booth location will be based on that preference. ***If requesting a specific booth, keep in mind the booth location will dictate your set-up time. Early arrivals will not be allowed to set-up until their assigned time.*** Complete details regarding the set-up process will be mailed to you after your acceptance, in advance of the event.

TRAILERS:
NOTE - CRAFTERS WITH TRAILERS: DUE TO PAST TRAFFIC COMPLICATIONS AND PARKING, CRAFTERS *MUST* INDICATE ON THEIR APPLICATION THAT THEY ARE ARRIVING WITH A TRAILER. THEY MUST ARRIVE FOR A 6:30 SET-UP TIME. BOOTH REQUESTS CANNOT BE CONSIDERED FOR THESE CRAFTERS. CRAFTERS THAT ARRIVE WITH A TRAILER WITHOUT PRIOR NOTIFICATION MAY NOT BE ACCOMODATED.

RAIN:
The show will go on – rain or shine (there will be no rain date). In the event of SEVERE WEATHER, please call 630-627-5040 or go to www.lombardchamber.com for notification prior to arrival.

PROMOTION:
The show will be advertised as a family event. There will be food, activities, entertainment etc. going on along with the art & craft items being sold. The fair is being held in our downtown area to increase foot traffic to the downtown stores – many of these stores will have a promotional table outside of their business. We promote this event in local papers, via Facebook and Twitter, on our website, in the Midwest Art and Craft Fair publication, Oaklees Family Guide and WhoFish.com

REGISTRATION:
Online application is available at www.lombardchamber.com or send the enclosed application with credit card information (note $5 processing fee) or check or money order payable to: **Lombard Area Chamber of Commerce and Industry. Online application is available at www.lombardchamber.com If you do not provide us with an email address, *your application must include a self-addressed, stamped envelope in order to receive a mailed acceptance confirmation letter.***

Once you have been accepted as an Exhibitor, there are no refunds - Questions? (630) 627-5040.