

RMHS Athletic Boosters'
Holiday Crafts
& More
BOUTIQUE

Saturday, November 18, 2017

APPLICATION: Crafter / Vendor Information

DATE _____

Name: _____ PHONE _____

Name: _____ PHONE _____

Description of your product (Please include Photo if you did not attend last year or have new product)

Address _____

E-mail address _____

AISLE EXPOSURE REQUEST – Check your preference

_____ Standard Booth 1 aisle exposure
 (10 ft. X 8 ft.)

_____ Premium Booth with 2 aisle exposure. This requires an
 extra fee of \$15.00. If an end spot is not available your
 premium fee will be returned at the show. End spots are
 assigned on a first come first serve basis (10 ft. X 8ft)

INFORMATION REQUIRED

Please circle the appropriate response:

I was a 2016 Boutique participant

YES NO if yes, do you have a booth # preference _____

I Hand Craft the items I sell

YES NO

I am a Vendor

YES NO if yes brand name of product sold _____

I require Electricity

YES NO \$10.00 fee required

FEE WORKSHEET

Booth FEE \$85.00 per booth \$ _____

ADD \$10.00 for electricity (if Needed) \$ _____

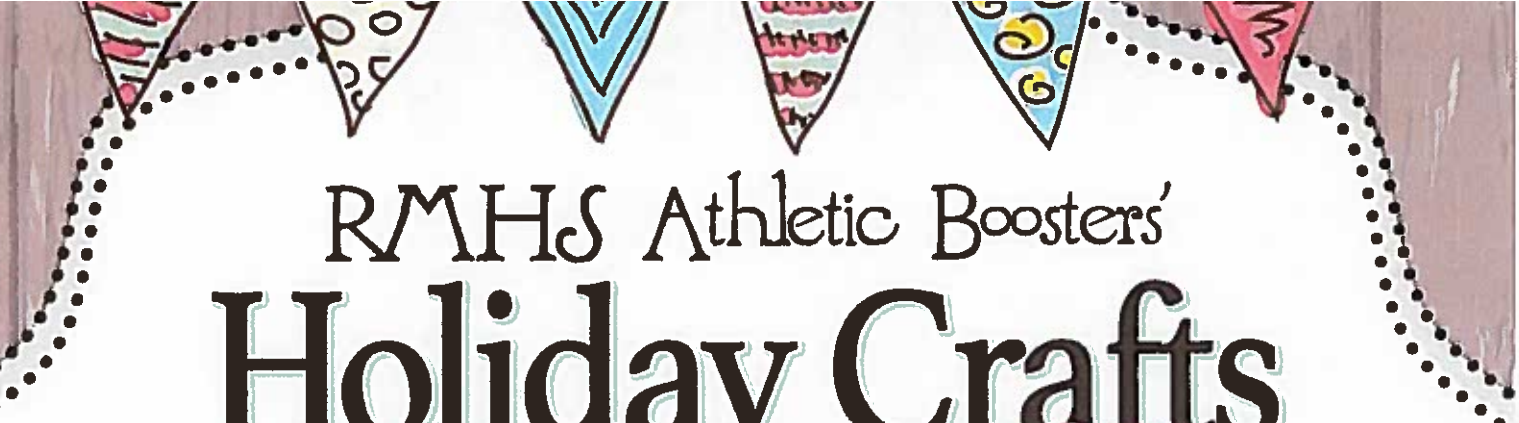
ADD \$15.00 for Premium Booth (if Needed) \$ _____

Total \$ _____ CHECK # _____

SIGNATURE _____

**MAIL YOUR APPLICATION
 AND ENCLOSURES TO:**
 Rose Morgan
 RMHS Boutique Chair
 1715 W Estates Dr.
 Mt Prospect, IL 60056

ENCLOSURES: Application, Check,
 Photos and Clearly written email
 If you do not have an email please
 provide a self-addressed envelope.



RMHS Athletic Boosters' Holiday Crafts & More BOUTIQUE

Saturday
NOVEMBER
18th 9-3

ROLLING MEADOWS
HIGH SCHOOL
2901 CENTRAL RD.
ROLLING MEADOWS, IL 60008

Contact for info:
Rose Morgan 847-514-5410 &
Jessica Hosler 630-973-6247
rmhscraftfair@gmail.com

Our 38 years of success have been due to all of our wonderful attendees, the talents of our chair people and the help of our many volunteers. Again this year, we will be accepting applications from a variety of exhibitors, vendors and crafters. We are hoping the diversity of this show will bring in even more attendees as well as display a vast assortment of talents and beautiful products. We look forward to you exhibiting with us this year!

Here is the application and information needed to participate.

BOOTH DETAILS & FEES

- The Boutique will host 110 booths located indoors in our gymnasium.
- Booth size is 10' X 8' (10 feet on the aisle by 8 feet deep).
- Booth fee is \$85 per booth. Multiple booths may be purchased. Electric fee is an additional \$10 per booth, however availability is limited.
- Crafters wanting or requiring an end spot with 2 aisle exposures have the option of paying an additional \$15 premium booth fee to guarantee this special booth
- Electric fee is an additional \$10 per booth, however availability is limited.
- Two chairs are provided. Tables are not provided.
- Ample parking and drop-off
- Handicapped friendly
- No stairs to negotiate
- Free coffee is offered at our concession stand during Saturday morning set-up hours from 6:30-9am (no Friday night set up).
- Concession stand sells beverages, snacks & a limited lunch at reasonable prices.
- Holiday music is played all day long.
- Smoking is prohibited in the building and on school property.
- There are no additional application fees or jury fees and we do not charge commission.
- All work and displays must remain within designated booth space.
- No soliciting patrons outside booth area.
- No boxes, debris or clutter should be visible after set-up. For this reason, we strongly recommend display tables be draped attractively with fabric to the floor.
- Booths may not be dismantled until 3pm.
- Because sales tax rates can change and can vary by product, crafters are responsible for researching current local sales tax rates. Crafters are also responsible for collecting and remitting all sales tax.



MEDIA & JURY

This is a juried event. Items on display must appear as described in writing on the application and as illustrated in photos submitted with application. Because this is a "holiday" event, a slightly higher percentage of handmade seasonal and holiday crafts will be allowed. Other types of media will be proportionally balanced. Booths selling like items will be spaced as far apart as logistically possible. No additional "jury fee" is charged for our jury & evaluation processes. We take pride in providing both a profitable selling experience for our crafters and an exciting shopping experience for our patrons.

RAFFLE DONATION

Each exhibitor is asked to donate one craft item from his or her display (**minimum value \$20**) for our raffle. A Map will be provided so attendees can locate your booth if they see something they like at the raffle

ASSISTANCE

Some unload/load assistance by student athletes will be available before and after the Boutique. This is a large show with 110 booths. We cannot guarantee this convenience for each and every participant, but we do our best! If your load is unusually large, plan to bring your own assistance. Throughout the day, volunteers will be available to booth sit for breaks and/or take & deliver your lunch order. More assistance is available during set-up. Less assistance is available during takedown. **We are not responsible for any lost, stolen or broken items.**

PUBLICITY & ATTENDANCE

Enormous volume of locally distributed flyers, coupons & posters; announcements in area PTA newsletters; announcements in several High School District-214 parent newsletters; free listings in local papers; city hall marquee; high school marquee; cable-access channel announcement; coupons distributed by participating crafters/vendors; announcements at home football games all season long; notices sent to 6 area chamber of commerce offices and village trustees; e-mail coupon campaign; signs posted 1 week prior to event; dozens of directional "day of" signs, and announcements on many internet sites featuring art fairs and festivals. Patron headcount at our 2016 Holiday Craft Boutique was 1800. Crafter sold exceedingly well and feedback was tremendously positive!

NOTICE TO JEWELRY ARTISANS & VENDORS

We will accept a maximum of 15 booths selling jewelry.

HOW TO APPLY

A completed application will include **ALL 4** of the below enclosures:

1. **Application:** Completed with items sold description & signed
2. **Check:** Payable to "RMHS Athletic Booster Club"
3. **Photos:** (3) photographs: 1 of your typical booth set up and 2 of your craft or items. Photos will **NOT** be returned
4. **EMAIL address; all correspondence is through email**

NOTIFICATION OF ACCEPTANCE

We will email you back your notification on a first come, first served basis. If for some reason space is sold out, or your application was not accepted, your entry fees will be returned to you. The entry fee will not be refunded in the case of a cancellation or a no show of an exhibitor.

Due to high volume, please register as soon as possible! I hope to see and meet all of our past attendees and look forward to meeting new attendees this year as well!! If you have any questions, please feel free to contact me. Go Mustangs!

Rose Morgan – Chair
847-514-5410 | rmhscraftfair@gmail.com

