

**COMMUNITY CHURCH OF ROLLING MEADOWS  
15<sup>TH</sup> ANNUAL ART & CRAFT FAIR & BAZAAR**

**When:** Saturday, Aug 4, 2007 – 10:00am-6:00pm  
Held in conjunction with our 51<sup>st</sup> Annual CORNFEST

**Where:** Community Church of Rolling Meadows  
2720 Kirchoff Road  
Rolling Meadows, IL 60008

**Applications:** Must be received by July 1<sup>st</sup>, 2007 if you expect to receive a confirmation. Applications will be accepted up to the day of the Fair/Bazaar (if space permits), however, **any applications received the day of the fest** will be subject to an additional \$10 administrative fee and any received after July 27<sup>th</sup> will not receive a confirmation unless an e-mail address is provided on the application. **Please include a picture of items to be sold with your application.**

**Spaces:** \$50.00 per space\* (12' by 12') everyone requesting a space at this year's Fair/Bazaar must pay the booth rental fee prior to receiving a confirmation.

\*Must be paid in advance; no refunds; no post-dated checks

**Meal Tickets:** If you would like to purchase meal tickets at an exhibitor discount, they will be available for purchase on the day of the fair/bazaar at the Exhibitor Registration Table (located by the port-a-potties) at **half price** (limit 2 tickets per booth). \*\*Those who will be using the tickets **MUST** be present, as they will also receive a hand stamp. These tickets will be available during **CHECK-IN ONLY**. Any crafters needing to purchase tickets after 10:00am will be instructed to go to the main gate and will be charged full price for their tickets.

**Details:** We feature arts, crafts and select direct sales items. This event is held on the church lawn. All spaces are outside and there is limited shade and possibly uneven ground. Please be prepared! **We do not provide tables, canopies, chairs, or electric/water hookups.**

**PLEASE BE SURE YOU AND YOUR CRAFTS CAN TOLERATE THE HEAT!**

**Maps:** We have included a map of the grounds. Please circle your 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> choice for spaces. If we are unable to accommodate your request, we will contact you via phone/e-mail. You will receive another map at check-in.

**Information:** Call the church office (847) 255-5510  
E-mail: ccrmcraftfair@yahoo.com

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**APPLICATION FORM**

**Detach and return to:**

Community Church of Rolling Meadows  
2720 Kirchoff Road  
Rolling Meadows, IL 60008

**Make checks payable to:**

Community Church of Rolling Meadows  
(No refunds/no post-dated checks)  
(Cancelled check is your receipt)

Contact Name \_\_\_\_\_

Company Name\* \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Emergency Contact\*: \_\_\_\_\_

E-mail address\*: \_\_\_\_\_ Emergency Contact Phone\*: \_\_\_\_\_

**\*Required information, if none available, please indicate.**

Description of items to be sold (Please be as specific as possible): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**\*\*\*Please do not forget to attach a photo of items to be sold!**

# of 12' x 12' spaces \_\_\_\_\_ at \$50.00 each

**Send full payment with application.** Spaces are assigned on a first come first serve basis. We will do our best to separate similar exhibitors. \*\*Please Note: *No more than 10 exhibitors with like products will be allowed to participate. This will also be determined on a first come first serve basis.*

**Exhibitor Agreement:** I have read **all of the rules** for participation on the attached pages and agree to abide by them. I understand that the Community Church of Rolling Meadows and the CORNFEST Committee will not be liable for any loss or damage to any exhibited material, or injuries that may occur to me or my people during the Fair/Bazaar. I also understand that the Community Church of Rolling Meadows and the CORNFEST Committee reserves the right to eject any exhibitor, at any time for behavior they deem inappropriate or unacceptable.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**\*\*\*Please do not forget to attach a photo of items to be sold!**

**2006 Space #:** \_\_\_\_\_

**2007 Space Requests:**

**#1** \_\_\_\_\_ **#2** \_\_\_\_\_ **#3** \_\_\_\_\_

**FOR OFFICE USE ONLY! DO NOT WRITE HERE!**

Post Marked Date: \_\_\_\_\_

2007 Space Assignment: \_\_\_\_\_

**COMMUNITY CHURCH OF ROLLING MEADOWS  
14<sup>TH</sup> ANNUAL ART & CRAFT FAIR & BAZAAR**

**Rules for Exhibitors**

1. **All exhibitors must check-in at the Exhibitor Sign-In Table before setting up.** This table will be located at the end of the building by the restrooms. Someone will be at the table with your paperwork **no earlier than** 7:00 am on Saturday morning. It is imperative that you check in and get your paperwork. At this time **(and this time only)** you will be given the opportunity to purchase discounted meal tickets.
2. **Displays cannot be set up before 7:00 a.m.** on Saturday and they cannot be taken down before 7:00 p.m. that evening. Any crafter who takes their display down before 7:00 p.m. will not be invited to return the next year. All displays must be taken down by 9:00 p.m. Please remember to dispose of your trash in our garbage cans – do not leave it in your space.
3. **Loading and Unloading Procedures:** Kirchoff Road will have one lane blocked off in front of a portion of the Fair/Bazaar area from 7:00 am to 8:30 am and from 7:30 p.m. to 9:00 p.m. so that exhibitors can unload and load their vehicles. **(You cannot stop on Meadow Drive.)** These are the only times exhibitors are allowed to stop in this lane. If you choose to stop on the street outside of these times or to stop on Meadow Drive, you will be responsible for any tickets issued by the Police Department – Community Church will not take any responsibility for exhibitors who ignore these guidelines. In consideration for your fellow exhibitors, when unloading, please unload your crafts at the curb, move your car and then take items to your space. When loading, please have your items at the curb when retrieving your vehicle. Please take **no more** than 15 minutes to load/unload your items and move your vehicle.
4. **Only items listed on the application may be displayed.** All items displayed for sale must be of an arts, crafts, or gift nature-this **is not** a Flea Market. Items of an objectionable nature will be removed immediately upon Community Church of Rolling Meadows' and the Fair/Bazaar Committee's discretion.
5. **Exhibitor may hold drawings/raffles** for products sold **IN THEIR BOOTH ONLY** as long as there is no charge (\$) for tickets/entries.
6. **Water and electricity are not provided.** Exhibitors may bring their own display cases, canopies, or tables as long as they do not extend beyond the assigned space.
7. **Each exhibitor is responsible for his/her own sales and sales tax.** Please bring sufficient change. Current tax rates are 8.5%.
8. **We cannot provide any coverage if an exhibitor needs to leave his/her space for any length of time**  
Each exhibitor is responsible for his/her own area.
9. **Procedure for assigning spaces:**
  - A. **All exhibitors** will be considered on a first-come, first assigned basis.
  - B. **Any exhibitors coming in the day of the show,** will be assessed an additional administration fee of \$10 per space.
10. We reserve the right to space exhibitors so that similar products are a reasonable distance apart.
11. **Community Church of Rolling Meadows and the CORNFEST Committee will not be liable** for any loss or damage to any exhibited materials. Also, we are not liable for injuries before, during, or after the Fair/Bazaar.
12. **All exhibitors will be expected to move their vehicles** to one of the store parking lots across the street to save the church parking lot for our CORNFEST and Fair/Bazaar customers.
13. Applications will be accepted upon approval of the Fair/Bazaar Committee.