



# St. Viator Mistletoe Market/Craft Fair Winterfest 2018

Friday, November 30, 5:00pm to 9:00pm  
Saturday, December 1, 11:00am to 9:00pm  
Sunday, December 2, 9:00am to 4:00pm

Please fill out the following information and payment, and mail to:  
St. Viator School, 4140 W. Addison, Chicago, IL 60641  
Attn: Mistletoe Market

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Items to be sold: \_\_\_\_\_

\_\_\_\_\_ Spaces required – Includes one (1) 6 foot table and 2 chairs

\_\_\_\_\_ Additional tables \$10 per table

\_\_\_\_\_ 3 Days @ \$140.00

\_\_\_\_\_ 2 Days @ \$95.00      Circle one:    Friday/Saturday    Saturday/Sunday

\_\_\_\_\_ 1 Day @ \$50.00      Circle one:    Friday                  Saturday                  Sunday

\$10.00 discount for additional spaces by day

TOTAL Enclosed (Check made **payable to St.Viator**): \_\_\_\_\_

Payment reserves your space. Deadline for reserving a space is **Friday, November 16, 2018**.  
Questions? Call Clara 773-430-6914 (cell)

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

No outside food vendors - St. Viator serves food – breakfast, lunch, dinner, snacks and drinks.

3 DAY Indoor Craft Fair Sale - NO REFUNDS

*There is no assistance available for setting up or breaking down your items.*

**Friday:** Set up at 3:00pm - Breakdown 9:00pm

**Saturday:** Set up at 10:00am - Breakdown 9:00pm

**Sunday:** Set up at 8:00am - Breakdown 4:00pm

You are selling your items, you are pricing them, and you are keeping all of your profit. We ask that you do not pack up and leave early from the event unless it is an emergency.



**Please read all the items on the following page. Signing this form means you have read, and agree to comply with, the rules and regulations.**

## **Winterfest Mistletoe Market Rules and Regulations** (Subject to change)

**Booths/ Tables not occupied by 4:45pm Friday, 10:45am Saturday, or 8:45am Sunday will be re-rented without notice to Vendor and without refund to Vendor.** Call if you will be late, call Clara @ 773-430-6914 (cell)

**Refund policy** - If you have to cancel, or cannot make the event due to a family emergency, we will give you a free table at our next event for equivalent value. If you rented a \$10 table, and were unable to come due to emergency, we will give you another \$10 table at our next sale. Just let us know.

Vendors **may not** for any reason sublease their booths/tables. All rentals must be handled through Clara.

**Hanging racks are allowed, but please keep them in your designated area, and do not block your neighbor or the shopping aisles.**

Please, **NO taping/nailing things to the wall, and NO smoking.** This is a non-smoking educational facility.

**Banned items for sale** include but are not limited to firearms and fireworks; illegal or offensive items; animals, (unless approved and crated); poisonous snakes; drugs and drug paraphernalia; and alcoholic beverages. When in doubt, contact Clara 773-430-6914 (cell)

We serve concessions at our event, so **please limit the outside food and drink.** No food or drink is to be sold from your table or booth unless permission has been given from us prior to the event.

**Vendors are responsible for the cleanup of their area.** All garbage and trash boxes, etc. are to be placed in the dumpster, boxes broken down and flattened. Nothing is to be left in your space when you leave.

**There will be a \$50.00 cleaning fee imposed for those that can't clean up their area.**

Courtesy for your neighbor is to be used in the display of your merchandise and signs. **View of your neighbor's merchandise should not be blocked as you are looking down the aisle.** Any signs are to be hung in such a manner that they will not be a safety hazard.

**Vendors are responsible for their children and their behavior, and need to be under adult supervision at all times. Pets are NOT allowed.**

Loud or boisterous noises are prohibited, including demonstration of sound and musical equipment.

All government permitting required of Vendor shall be the responsibility of Vendor (includes sales tax requirements by the State or City). **Whether or not you charge Sales tax on your items is your responsibility and the State of Illinois, or the City of the event unless instructed otherwise.**

**You are setting up and selling at your OWN RISK. You are responsible for Items lost, stolen, broken, etc.** We accept no responsibility for loss to vendor for any reason.

If table(s) is destroyed before, during, or after the event, an additional charge of \$100.00 per table will be imposed as a replacement cost.

Vendors should obtain adequate property, liability and workman's compensation insurance and or including vendor license, if needed. Contact the City or State of the sale for the laws governing this.



4140 W. Addison Street, Chicago, Illinois 60641-3913  
Telephone 773-545-2173 Fax 773-794-1697  
[www.stviatorchicago.org](http://www.stviatorchicago.org)

