



## Candlelight Walk

# Holiday Gift Fair

Saturday, November 25, 2017

Oregon Coliseum 3:00 p.m.-8:00 p.m.



The Holiday Gift Fair is one of the many features at the 31st Annual Oregon Candlelight Walk. The Gift Fair will be held on the main floor in the Oregon Coliseum. Refreshments, food vendors, entertainment, public restrooms and children's activities are also in the Coliseum. This historic building and grounds will be decorated for the festivities. The Holiday Gift Fair is the perfect opportunity for retail businesses that do not have a downtown store front to showcase their products. The Craft and Gift Fair will give Candlelight Walk guests a chance to shop in time for Christmas. New this year, Gift Fair hours extended 1 hour: 3:00 p.m-8:00 p.m.

No duplicate vendors/businesses will be accepted. Same & similar homemade craft/gift items are accepted. Please no solicitation of political or religious stand. Return the **Holiday Gift Fair Application** (back of this paper) as well as any fees for additional tables. Please make checks payable to Candlelight Walk Association. After vendor approval into the Gift Fair, further information and details will be sent via email.

To be included in the Candlelight Walk promotions, application and **payment must be received by October 1, 2017.** Vendor spaces are limited and will be awarded on a first-come, first-serve basis after approval and payment. Refunds will only be given for applications denied.

We invite you to be part of the 2017 Oregon Candlelight Walk festivities. We look forward to your participation in this joyous holiday event. In addition to the Holiday Gift Fair, festivities include horse drawn rides, live reindeer, Santa, luminaries, entertainment, Candy Cane Lane food vendors, Children's Winter Quarter Carnival, and more.



# Holiday Gift Fair Vendor Guidelines & Fees



## Candlelight Walk Event Coordinated by Oregon Park District



Businesses that are **NOT** located in the downtown district which are participating in Candlelight Walk and have paid their Red Bow Sponsorship are welcome to have a booth within the Coliseum as part of the Holiday Gift Fair (this form completed and submitted by Oct 1). This opportunity is for retail businesses only with products that are suitable for a holiday gift and if registered prior to Oct 1, 2017.

Each booth space (approximately 10' x 10') will include 1 table (8' long) and 1 chair. Additional tables can be rented for \$5.00 each (based on early registration & availability). A maximum of 3 tables per booth space will be permitted (1 x 8' and 2 x 6' max). If additional space is needed, vendors will need to purchase an additional booth. One added booth spaces for those already renting one (or additional businesses with the same owner) can be purchased for 1/2 price. Vendors can share their booth space & fee (per approval/one form and one contact please).

Booth locations will be on a first-come first-served basis on the upper level only (limited to about 30 vendors) The lower level includes the Gingerbread Kitchen and dining area, and children's activities. Home-based businesses are welcome but will not be duplicated. Please no solicitation of political or religious stand.

Registration is not final until the form below is returned with payment and your business receives a confirmation via phone, letter or email. Refunds will only be given if a registration is denied.

For more information regarding the 2017 Candlelight Walk Holiday Gift Fair, please contact:

Debbie Leffelman, Oregon Park District Event Coordinator  
debbie@oregonpark.org 815-732-3101



### 2017 Candlelight Walk Holiday Gift Fair Application

DEADLINES: **OCTOBER 1, 2017** to appear in print. **AUGUST 25, 2017** Early Bird Registration with reduced fee.

Name \_\_\_\_\_ Address \_\_\_\_\_

Phone \_\_\_\_\_ Name of Business \_\_\_\_\_

Email Address \_\_\_\_\_

Vendor Space (Red Bow Sponsor = \$50/Chamber Member, \$60/Non-Chamber Member) or \$ \_\_\_\_\_

(Early Bird Special=\$30/Chamber Member, \$40/Non-Chamber Member if paid by 8/25)

Vendor would like a total of \_\_\_\_\_ tables (1 complimentary & each additional table = \$5) \$ \_\_\_\_\_

Want more space? (One owner, multiple businesses/double your space = additional half price) \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

Type of retail items being sold: \_\_\_\_\_

Special Requests (electric, booth location, etc. not guaranteed): \_\_\_\_\_

Mail to Debbie Leffelman, Oregon Park District, P.O. Box 237, Oregon, IL 61061 or drop off at Nash Recreation Center or Oregon Chamber Office inside the Oregon Coliseum.  
Checks payable to: **Candlelight Walk Association.**

Staff Record: Date received \_\_\_\_\_  
Check # \_\_\_\_\_ \$ \_\_\_\_\_