

**ST. MATTHEW CRAFT FAIR**  
**Saturday, November 1, 2008**  
**9:00 AM to 3:00 PM**

Dear Crafter,

The St. Matthew Craft Fair Committee extends an invitation for you to participate in its 2008 Craft Fair. This invitation is being sent to you at this time to help you plan your crafter schedule for 2008. The Fair will be held Saturday, November 1, in the Hughes Center of St. Matthew Church, at 1001 E. Schaumburg Road, Schaumburg, Illinois.

Set-up time on Friday will be from 3PM to 7PM & Saturday from 7:30 AM to 9:00 AM. Doors open to the public at 9:00 AM and remain open until 3:00 PM. Refreshments and Door Prizes will be available most of the day. Each exhibitor is required to donate a craft item valued at \$20.00 or more, from your craft items, for door prizes. (ONE DONATION PER SPACE)

The entry fee of \$40.00 (or \$70 for two spaces), entitles you to one 6 ft x 8 ft space and two chairs. A limited number of 6 ft. tables will be available at an additional cost of \$10.00 each. Electricity is limited at an added cost of \$5.00.

Exhibitors are responsible for providing their own cash boxes and monitoring their own display areas. Each craft item must be clearly marked with a price.

The enclosed application and agreement forms will be reviewed for acceptance, and exhibit spaces assigned, in the order in which they are received. Applications must have the following information:

- Signed agreement and application forms
- Pictures of your crafts and set-up display
- Self-addressed and stamped envelope for reply
- Check payable to St. Matthew Craft Fair

MAIL APPLICATION TO:                   JUDY AMBROSE  
  St. Matthew Church  
  1001 E. Schaumburg Road  
  Schaumburg, IL 60194

A confirmation letter will be sent when all of the above items have been received, and your pictures will be returned at that time.

We hope that by receiving this application earlier, you will be better able to plan your 2008 Exhibitor Schedule. For further information or to be taken off our mailing list, call 847/891-1220 or email [ambrose90@comcast.net](mailto:ambrose90@comcast.net) or [jambrose@stmatthewparish.org](mailto:jambrose@stmatthewparish.org),

Sincerely,

Judy Ambrose  
Chairperson

**ST. MATTHEW BAZAAR AND CRAFT FAIR  
SATURDAY, NOVEMBER 1, 2008**

**APPLICATION FORM**

Name \_\_\_\_\_ Phone \_\_\_\_/\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Email Address \_\_\_\_\_

Type of  
Craft \_\_\_\_\_  
Detailed  
Description \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6 x 8 Sized Space	\$40.00 ea.	How Many _____	Amount \$ _____
6 ft. Table	\$10.00 ea.	Yes or No _____	Amount \$ _____
Electricity	\$ 5.00 ea.	Yes or No _____	Amount \$ _____

Total Amount Enclosed \$ \_\_\_\_\_

(Please send separate checks for table and electricity)

\_\_\_\_\_ I will set up on Friday afternoon.

\_\_\_\_\_ I will set up on Saturday morning.

Specify any needed special accommodations \_\_\_\_\_  
(cannot be guaranteed) \_\_\_\_\_  
\_\_\_\_\_

Send checks, photos, signed application, signed agreement of rules, and self-addressed stamped envelope to:

JUDY AMBROSE  
St. Matthew Church  
1001 E. Schaumburg Road  
Schaumburg, IL 60194

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**Please leave this area blank**

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Saturday, November 1, 2008**

**AGREEMENT FORM**

The applicant agrees to comply with all of the following conditions by filling out the application form enclosed and signing below.

1. All items I will display are HANDMADE by me, the exhibiting craft person, and are of first quality. I understand all items not meeting these requirements can and will be removed by the craft fair organizers without any refund of my entry fees. This includes commercially made jewelry, clothes, toys, gadgets, knick-knacks, ties, etc.
2. I understand that my enclosed fee is NOT REFUNDABLE unless my application is not accepted or the Fair is canceled.
3. Smoking is not allowed on the premises.
4. St. Matthew will not be responsible or liable for the loss of, theft of, or damage to exhibitor's items, or for personal injury or the loss of money during the Fair.
5. Each crafter will be required to donate a craft item valued at \$20.00 or more for the free door prize promotion.
6. The facilities must be clean and in good condition upon leaving the premises.
7. Applications with payment must be postmarked no later than October 22, 2008.

I FULLY UNDERSTAND THE ABOVE RULES AND AGREE TO ABIDE BY THEM.

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Signature of Crafter

Date