



Friends of the Villa Park Library

Spring Craft & Vendor Fair

Rules



Proceeds from this event will benefit the Friends of the Villa Park Library, a 501(c)(3) non-profit organization. The Friends act as advocates for the library; sponsoring programs and fundraising events, promoting the Library within the community, and helping to improve the Library facilities and services. The Friends of the Villa Park Library mission is:

To Promote...the library and provide improved services, educational programs and facilities within the library community.

To Enhance...the library collection and support for services beyond the library budget.

To Offer...a forum to generate ideas and visions for future growth.

VENDOR APPLICATIONS

Vendor applications will be accepted on a first come, first serve basis. Registration is not complete until full payment is received. Applications will be available beginning Monday, February 26, 2024. The deadline to return applications is Monday, March 25, 2024 (with full payment). A representative of the Friends of Villa Park Library will send out acceptance letters with booth assignments by Saturday, April 6 2024. The maximum number of vendors allowed is 30.

EVENT DATE, TIME & LOCATION

The Spring Craft & Vendor Fair will be held on Sunday, May 5, 2024, from 11:00AM until 2:00PM. This event will be held at the Villa Park Public Library, located at 305 S. Ardmore Avenue, Villa Park, IL 60181.

BOOTH DETAILS

The fee for this event is \$30.00, which includes one table and two chairs. Vendors may keep all proceeds sold at the event. Any applicable taxes are the sole responsibility of the vendor. Vendors are responsible for having plenty of change on hand for their merchandise sales, as the Friends will not be able to make change for any sales. Distribution of advertising materials outside of your assigned booth space is not permitted.

BOOTH PAYMENTS The following methods of payment will be accepted:

- Checks made payable to: Friends of the Villa Park Library
- Credit/Debit cards
- Cash

ELECTRICAL REQUIREMENTS

Electric outlets are limited. We will fill these spots in order of accepted applications. Any electrical requirements must be submitted on the vendor application. The optional electricity fee is \$5.00 per booth. One power strip will be supplied per booth.

SET-UP DATE & TIME

The set-up date is Sunday, May 5 2024 from 9:00AM – 11:00AM. All vendors must be prepared to sell at opening time (11:00AM).

CANCELLATIONS

Refunds will only be issued prior to the deadline date of Monday, March 25, 2024 and only when the exhibitor's fee and application have been confirmed as received.

- Cancellations made prior to March 25, 2024 receive a full refund.
- Cancellations made after March 25, 2024 are non-refundable.

PRODUCT SALES

The Friends of the Villa Park Library reserve the right to prohibit any display that is offensive or inappropriate. If selling food, vendors must apply for a Cottage Food Operation Permit. This permit must be on display throughout the event. It is the responsibility of vendors selling food items to provide the necessary paperwork to the DuPage County Health Department. More information can be found here: <https://www.dupagehealth.org/205/CottageFood-Operation-Laws> and the permit application can be found here: <https://www.dupagehealth.org/DocumentCenter/View/8002/Cottage-Food-Registration-Forms-2022?bidId=>

INSURANCE

All vendors selling food for human or pet consumption, or products applied to the skin (soap, skincare, etc.) are responsible for having product liability insurance. The Friends of the Villa Park Library and the Villa Park Public Library do not provide insurance. Any needed insurance must be provided and paid by the vendor.

EVENT TEARDOWN

Teardown must be completed by 3:00 p.m. on Sunday, May 5, 2024. Exhibitors will leave premises in clean condition, removing all garbage/waste of any kind prior to leaving. Any damage to structure, property, or the premises shall be paid for in full by the exhibitor. No items may be left at the library

MORE INFORMATION

For more information or questions about this event, please email the Friends at: FriendsofVPLibrary@gmail.com

