

Friends of the Villa Park Library



St Nick's Mart Vendor 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.

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

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

You can read more information about the Friends of the Villa Park Library at:

www.vppl.info/library-info/friends-of-the-library/

EVENT DATE, TIME & LOCATION

St. Nick's Mart will be held on Saturday, December 7, 2024, from 4:00PM until 7:00PM. This event will be held at the Villa Park Public Library, located at 305 S. Ardmore Avenue, Villa Park, IL 60181.

ABOUT ST. NICK'S MART

The Friends of the Villa Park Library sponsor two craft fairs each year. The Spring Craft and Vendor Fair is held in May and St. Nick's Mart is the first weekend in December. Notices regarding the event will be posted on the library's website and in the library's newsletter.

Generally, the call for vendors will be posted three months before the events and applications will be available approximately two months prior to the events. Vendors will be notified of acceptance (first come, first served) approximately one month before the event date.

In sponsoring the St. Nick's Mart our goals include:

- To raise funds for the library
- Provide an outlet for area craftspeople and businesses to get exposure
- Provide an event in which the whole community can participate and enjoy

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 Sunday, October 6, 2024. The deadline to return applications is Friday, November 1, 2024 (with full payment). A representative of the Friends of Villa Park Library will send out acceptance letters with booth assignments by Friday, November 8, 2024. The maximum number of vendors allowed is 30.

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.

Please note: The event takes place inside the library with furniture already in place. We move some library furniture around in the library for the day of the fair, choosing the best locations that we can to spread tables around the library. Each space will be unique and they will not all be exactly the same. Some tables will be placed in conference rooms, some moved within the library shelves or open walkways. We will do our best to provide everyone with approximately the same space.

BOOTH PAYMENTS The following methods of payment will be accepted:

- Checks made payable to: Friends of the Villa Park Library
- Credit/Debit cards online through the Friends of the Villa Park Library Square site (<https://bit.ly/3XyrUpy>)
- 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 Saturday, December 7, 2024 from 2:00PM – 4:00PM. All vendors must be prepared to sell at opening time (4:00PM).

EVENT PASSPORT

Vendors will be expected to participate in the event passport fun; this is not an option. Each person attending the fair will have the opportunity to take a passport to each vendor. You will be given stickers to place over your business name on the passport. Any person who visits every booth (receiving stickers from every vendor) will be entered in a drawing for a gift card. No purchase or age is required for guests to participate in the passport. The goals in having the passports are to encourage visitors to:

- Allow for people to reach every corner of the library where booths are located (catching anyone that might not be in line of sight from the front door)
- Allow for visitors to have an activity that will get them interacting with vendors

ATTENDANCE and PUBLICITY

For the last several years we have had approximately 300 people come through the doors for the Spring Craft and Vendor Fair and approximately 500 for the St. Nick's Mart. We advertise both events through the library on their website, outside sign marquee and with banners and signage. We post online to local Facebook groups for events and send press releases to local papers (Villa Park, Elmhurst and Lombard) and ArtsDupage.com.

Once accepted, vendors are asked to provide photos of artwork and a brief bio and description of work, which will be placed on the Friends Facebook page, with links to artist websites or social media. We will also provide you with graphics to help you promote the event to your contact list as well.

CANCELLATIONS

Refunds will only be issued prior to the deadline date of November 1, 2024 and only when the exhibitor's fee and application have been confirmed as received.

- Cancellations made prior to November 1, 2024 receive a full refund.
- Cancellations made after November 1, 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 8:00PM on Saturday, December 7, 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 ABOUT THE FRIENDS OF THE VILLA PARK LIBRARY

The Friends of the Villa Park Library are volunteers from all walks of life who share a common interest in the Library. Friends Members volunteer to make these events happen with the assistance from library staff. The whole “vibe” of the day is focused on community interaction and fun. This event is an extension of the library’s mission and vision, which can be found at: www.vppl.info.

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



Friends of the Villa Park Library

St. Nick's Mart Vendor Application

Name of Business/Organization:	
Business/Organization Address:	
Contact name:	
Contact phone number:	
Contact Email:	
Do you need access to electricity? (\$5.00 fee)	YES NO (please circle one)
Are your products homemade or one-of-a-kind?	YES NO
Product(s) Category: (Please check all that apply)	<input type="checkbox"/> Jewelry <input type="checkbox"/> Beauty <input type="checkbox"/> Home/Décor <input type="checkbox"/> Clothing/Attire <input type="checkbox"/> Food <input type="checkbox"/> Art <input type="checkbox"/> Other (please describe):

INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

The undersigned, for himself or herself, and, if applicable, for the person or business on behalf of whom this application is submitted, "the Applicant," hereby agrees to indemnify the Villa Park Public Library and Friends of the Villa Park Library and its officers, agents, employees and assigns, and to hold them harmless, from any liability occurrence arising out of the use of the premises pursuant to this application, and any liability for any contractual or quasi-contractual obligations to third parties in connections with any related activity, event, use or occurrence.

ACCEPTANCE OF RULES AND REGULATIONS

I agree to abide by the rules and regulations of the Friends of the Villa Park Library Spring Craft & Vendor Fair. *Please note:* Submission of this application does not confirm your participation in the event. A representative of the Friends of Villa Park Library will contact you once your application has been reviewed and accepted.

Print Name Sign Name Date

Please submit this form with payment to:
 Villa Park Public Library c/o Friends of the Villa Park Library
 305 S. Ardmore Avenue
 Villa Park, IL 60181

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Office Use Only:

\$30.00 fee received: _____ \$5.00 Optional electricity fee received: _____

Method of payment (circle one): Cash Charge Check# _____