



## Friends of the Villa Park Library St. Nick's Craft & Vendor Fair Rules and Regulations

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/](http://www.vppl.info/library-info/friends-of-the-library/)

### **EVENT DATE, TIME & LOCATION**

The St. Nick's Craft & Vendor Fair will be held at the Villa Park Public Library, located at 305 S. Ardmore Avenue, Villa Park, IL 60181 on Saturday, December 5, 2026 from 4:00PM until 7:00PM.

### **VENDOR APPLICATIONS**

Vendor applications will be accepted on a first come, first serve basis. Registration is not complete until full payment is received. A representative of the Friends of Villa Park Library will send out acceptance letters with booth assignments one month prior to the event. The deadline to return application with full payment is Sunday, October 11, 2026.

### **VENDOR INFORMATION**

The fee for this event is \$30.00. 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.

**PAYMENTS** The following methods of payment will be accepted:

- Cash
- Checks made payable to: Friends of the Villa Park Library
- Credit/Debit cards online at the Friends of the Villa Park Library Square Site: <https://square.link/u/0aHEMs58>

### **BOOTH SIZE AND LOCATION**

You will be provided with one table (approximately 6 feet long) and two chairs. The event takes place in the library with set up prior to vendor arrival. Furniture is moved for the day of the fair in order to provide the best locations for customer access and flow. Each space will be unique. Some tables will be placed in conference rooms, some are within the library shelves, and others in open walkways. We will do our best to provide everyone with approximately the same amount of space.

### **ELECTRICAL REQUIREMENTS**

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

### **VENDOR SET-UP**

Set-Up is 2:00PM - 4:00PM on event date. All vendors must be prepared to sell at opening time (4:00PM).

## **CANCELLATIONS**

Refunds will only be issued prior to the deadline date and only when the exhibitor's fee and application have been confirmed as received. Cancellations made prior to deadline will receive a full refund. Cancellations made after deadline 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 event date. 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.

## **ABOUT**

The Friends of the Villa Park Library sponsor two craft fairs each year. The Spring Craft and Vendor Fair is held the first Sunday in May and St. Nick's Mart is the first Saturday in December. Notices regarding the events will be posted on the library's website and in the library's newsletter. In sponsoring the Spring Craft and Vendor Fair our goals include: Raising funds for the library, providing an outlet for area craftspeople and businesses to get exposure and hosting an event in which the whole community can participate and enjoy.

## **EVENT PASSPORT**

Vendors will be expected to participate in the event passport fun; this is not an option. Each household 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. Each completed passport (with stickers from every vendor) will be entered in a drawing for a gift card. 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 300-500 people come through the doors for Craft and Vendor Fairs. We advertise both events throughout the library, on the library's website, on the 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, 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 promote the event to your contact list.

## **MORE INFORMATION**

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](http://www.vppl.info).

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



# Friends of the Villa Park Library St. Nick's Craft & Vendor Fair Application

|                                                                                                                          |                                                                                                                                                                                                                                                            |
|--------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Name of Business/Organization:</b>                                                                                    |                                                                                                                                                                                                                                                            |
| <b>Business/Organization Address:</b>                                                                                    |                                                                                                                                                                                                                                                            |
| <b>Contact name:</b>                                                                                                     | <b>Phone Number:</b>                                                                                                                                                                                                                                       |
| <b>Contact Email:</b>                                                                                                    |                                                                                                                                                                                                                                                            |
| Are your products handmade or one-of-a-kind? <input type="checkbox"/> YES <input type="checkbox"/> NO                    |                                                                                                                                                                                                                                                            |
| <b>Please check all that apply:</b>                                                                                      | <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): |
| <b>Social Media: Website, Facebook, Instagram, etc.</b>                                                                  |                                                                                                                                                                                                                                                            |
| Do you need access to electricity for an additional \$5.00 fee? <input type="checkbox"/> YES <input type="checkbox"/> NO |                                                                                                                                                                                                                                                            |
| <b>Payment Method:</b>                                                                                                   | Cash <input type="checkbox"/> Card <input type="checkbox"/> Check <input type="checkbox"/>                                                                                                                                                                 |
| <b>Misc:</b>                                                                                                             |                                                                                                                                                                                                                                                            |

## **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. Submission of this application does not confirm your participation in the event. A representative of the Friends of Villa Park Library will send out acceptance letters with booth assignments one month prior to the event.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Sign Name

\_\_\_\_\_  
Date

Electronic versions of this form with credit card payment confirmation can be emailed to: **FriendsofVPLibrary@gmail.com**

Please submit printed versions of this form with Check or Cash to (drop off is preferred to mail):

Villa Park Public Library c/o Friends of the Villa Park Library  
305 S. Ardmore Avenue  
Villa Park, IL 60181

## ..... FRIENDS USE ONLY

Application & Payment Confirmed by Name & Date: \_\_\_\_\_ ☐ \$30.00 ☐ \$35.00 (with optional electricity)

Payment Type (circle): Cash Check # \_\_\_\_\_ Charge and last four digits of card: \_\_\_\_\_