

44th ANNUAL HOLIDAY CRAFT SHOW
SATURDAY, NOVEMBER 9, 2024 - 9 a.m. to 2 p.m.

You are invited to participate in the annual Holiday Craft Show at Trinity Lutheran Church,
1165 South Westmore-Meyers Road (at Roosevelt) in Lombard.


1. An 8'x 4' space and two chairs are provided for each reservation.
 - *Fee for reservations received by November 1 is \$50. *(includes \$10 rebate)*
 - *After that date, there is a \$10 additional fee.*
 - *Table rental is available for \$5 each.*
 - *Electrical outlet access is available for \$5.*
 - *Tables must be covered with cloth or plastic sheeting.*
 - *Disposable plastic cloths will be available on site for \$1 each.*
 - *Limited spaces with electrical outlet access are available on a first requested basis for an additional \$5.*
 - *Limited premium placement locations – corners, entryways – are available on a first requested basis at no extra charge, but priority will be given to those requesters with multi-space and electrical outlet reservations.*
 - *All fees are non-refundable.*
2. Crafters/vendors must keep booths open until close (2 p.m.), clear and clean space for departure by 3:30 p.m. to collect \$10 rebate* (available from cashier between 2:15 and 3:30 p.m.)
3. Crafters/vendors must be 18 years of age or older or accompanied by an adult.
4. Crafters are requested to park in the rear lot on the building's east side, along Church Street. PLEASE DO NOT PARK ON THE COVERED ENTRY AREA. Admission for set-up begins at 7:30 a.m. via the east facing double glass door entry at rear of building. All craft booths must be set up with aisles clear by 8:45 a.m. A limited selection of rolling carts and dollies will be available for temporary shared use during set up and tear down. There will NO access from the west facing doors until 9 a.m.
5. Vendors will unload in the front parking lot at the covered walkway and are then requested to move vehicles and park in the rear lot on the building's east side, along Church Street. PLEASE DO NOT PARK ON THE COVERED ENTRY AREA. Admission for vendor set-up begins at 7:30 a.m. via the front parking lot's covered walkway. All vendor booths must be set up with aisles clear by 8:45 a.m. A limited selection of rolling carts and dollies will be available for temporary shared use during set up and tear down. There will NO public access until 9 a.m.

PLEASE RETAIN THIS SHEET FOR YOR RECORDS.

Make check or money order payable to **TRINITY LUTHERAN CHURCH, place **"craft show"** in the memo, and mail with attached reservation form to:**

Trinity Lutheran Church, attn. Craft Show
1165 South Westmore Meyers Road, Lombard, IL 60148

NEW: ONLINE PAYMENT OPTION AVAILABLE VIA PAYPAL.

Log into your existing account or create an account at [PayPal.com](https://www.paypal.com). Make  **PayPal payment to events@trinitylombard.org.**

Craft show related questions may be addressed to Trinity's church office at events@trinitylombard.org (please put "craft show" in the subject line) or 630.629.8765.

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RESERVATION FORM

Please reserve for the undersigned:

_____ 8' x 4' spaces with 2 chairs at \$50 each *(please add \$10 for each space if mailed after October 31)*
_____ tables at \$5 each

PLEASE NOTE: Provided tables are at least 6' in length and only one will fit in a single space. If more than one table is requested, more than one space must be purchased.

_____ disposable plastic cloths at \$1 each

_____ electrical outlet access at \$5 *(in the event that no more electrical access spaces are available, this fee will be refunded)*

_____ preferred placement location, *if available* (please specify: _____)

THIS IS NOT GUARANTEED.

_____ Enclosed is my check or money order payable to **TRINITY LUTHERAN CHURCH** for \$_____.

_____ I have submitted my payment of \$_____ to events@trinitylombard.org via PayPal.

PLEASE CHECK ONE: _____ I am a crafter/artisan

_____ I am a vendor/distributor (please list company: _____)

NOTE: We typically accept only one representative/consultant per brand.

List type of items being displayed and sold at your booth and any special needs not previously indicated for your display area.

I have read the contract and agree to the terms. I understand that Trinity Lutheran Church will not be responsible for any articles lost, stolen or damaged articles during the craft show event.

signature _____

print name _____

mailing address _____

preferred telephone _____

email _____

are you age 18 or older? ___ YES ___ NO

if NO, what is the name of the adult that will be accompanying you and their relationship to you?
