

Bremen High School Music Department

Ben Salgado, Director of Bands & Choirs | bremenfallfest@gmail.com | bremenmusic.org

Dear Crafter/Vendor,

You are invited to showcase your crafts and/or products at the 2018 Bremen Fall Fest Craft & Vendor Fair to be held on Saturday, October 27, 2018. The Bremen Fall Fest will be hosted by the Bremen H.S. Music Department. We are excited to host this event and hope you will be able to join us! This is a community event that will include crafters, vendors, arts & crafts projects for kids, a children's costume contest, a haunted walkthrough, musical performances by award winning Bremen H.S. music ensembles, and much more!

The Bremen Fall Fest will be highly publicized. We will be advertising with local newspapers, elementary schools, businesses, through social media, local villages and park districts, and throughout the Bremen community and its' surrounding areas. The event will appear on our marquee, the Bremen H.S. website, and the Bremen Music Department website. There will be FREE parking and FREE admission to this event.

Date: Saturday, October 27, 2018

Time: 9:00 a.m. – 3:00 p.m.

Location: Bremen High School

Set-up: 7:00 a.m. – 8:45 a.m. the morning of the event

Payment: \$30.00 per space (includes one 8 ft. table and 2 chairs, electricity is \$5.00 extra)

The application for the 2018 Bremen Fall Fest is attached. Please complete the application and return it by mail or in person to the Bremen H.S. main office, with payment, at your earliest convenience. Checks can be made payable to Bremen H.S. Music. Space is limited. Spaces will be assigned on a first come, first served basis. Once your application and payment have been received you will receive a confirmation email.

Your participation in this event is greatly anticipated and appreciated! Proceeds from the Fall Fest will help support the Bremen H.S. Music Department. If you have any questions please feel free to contact me directly.

Thank you!

Ben Salgado

2018 Bremen Fall Fest
Saturday, October 27, 2018
Bremen High School
15203 Pulaski Road, Midlothian, IL 60445

2018 Bremen Fall Fest - Crafter & Vendor Rules of Participation

1. Spaces are approximately 10 feet long and 6 feet deep.
2. Spaces will be assigned before the event. Requests will be considered on a first come, first served basis.
3. We will not be excepting food vendors for this show. Only premade, packaged, baked goods, popcorn, candy/chocolates, etc. will be allowed.
4. Electricity is limited, but may be provided if needed, for an additional \$5.00. We have lowered our space fee, but will be charging for those needing electricity. If you require electricity and request more than one space, you only need to pay for electricity once (not per space). **You must bring your own extension cords and specify on the application that you will need electricity. Electricity will be offered on a first come, first served basis.**
5. All spaces will be \$30.00. Each space includes one 8 ft. table with 2 chairs.
6. Refunds will only be issued upon written request 60 days prior to the event. All requests must be received before the 60 day deadline.
7. We reserve the right to remove any questionable items that do not meet with our criteria, even after set-up, without a refund.
8. **SET-UP WILL BE ON SATURDAY MORNING BETWEEN 7:00-8:45 a.m.**
9. Publicity and advertising will be done by Bremen High School, but please feel free to spread the word!!
10. We will not be responsible for lost, damaged, or theft of any property or exhibit items.
11. Please identify if you are a crafter or a vendor.
12. It is required that you list every item you are selling. Failure to do so may result in removal of items on the day of the show.
13. The drop off point for items will be our bus doors which are located at the North end of the building. This is a change from previous years. Music students will be ready to help if needed.
14. Once you have dropped off your items we ask that you move your vehicle to the south parking lot to allow for more parking near the festival's entrance for guests. This is an important thing to do.
15. You must check in at the information table upon arrival.
16. Complimentary coffee and snacks will be provided during set-up only.
17. All work and displays must stay within the designated space. No boxes, extra merchandise or debris should be visible. Spot area must be kept clean throughout the event and be left spotless afterwards.
18. No soliciting, approaching patrons, or distribution of advertising material outside of your assigned space please.
19. Please, no early pack-up allowed! You are not allowed to break down your table until 3:00 p.m.
20. Please bring something to cover your table with. Table cloths will not be provided.
21. Confirmation will be emailed. If you are unable to receive email please let us know and we will contact you a different way.
22. Final information will be emailed approximately two weeks before the event. If you are unable to receive email please let us know and we will contact you a different way.
23. Free admission and free parking.
24. Concessions will be available during the day!
25. Only one vendor per company will be allowed.

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2018 Bremen Fall Fest – Crafter & Vendor Application

Saturday, October 27, 2018

9:00 a.m. – 3:00 p.m.

(Applications accepted until all spots are filled)

Please Print.

Name: _____ Date _____

Business Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: (____) _____ Email: _____

Craft Type: _____

Vendor Type: _____

Number of spaces _____ @ \$30.00 per space (Each space includes one 8 ft. table and 2 chairs.)

Do you require electricity? _____ @\$5.00 (Electricity is limited. You must bring your own extension cord.)

Amount Due: \$ _____ (Please make checks payable to: Bremen H.S. Music)

Special requests: _____

Please list all items you will be selling. Use the back of this application if more space is required.

Mail or drop off completed application and payment to:

Bremen High School

Attn: Ben Salgado

15203 Pulaski Road

Midlothian, IL 60445

If you have any questions please contact Ben Salgado at:

bremenfallfest@gmail.com or (708) 371-3600 ext. 5267

email is preferred