

April 1, 2016



Dear Crafters and Vendors,

We hope this letter finds you well. The Batavia Mothers' Club Foundation (BMCF) is proud to be celebrating our 82nd year as a philanthropic organization at the heart of our community, and we hope you will be a part of our fundraising efforts!

Our 31st annual Autumn Craft and Vendor Show will take place on Saturday, October 15, 2016 from 9:00 am – 3:00 pm at Batavia High School. This has proven to be a fantastic venue for us, and we are excited to be returning to the high school for the fifth consecutive year. The high school gymnasium, cafeteria, and common areas are spacious and easily accessible. Batavia High School is located at 1201 Main Street, west of downtown Batavia. This great location near the center of town draws the community in to our show and provides incredible opportunities for advertising.

Unlike other shows, BMCF does not charge a commission, just a flat booth fee. In the months that have passed since the 2015 show, BMCF has been hard at work to make the 2016 show even better. We have reviewed surveys from last year's participants, and have made some exciting changes based on the feedback we received. These changes include:

- Vendors will again be in a designated vendor area to aid patrons in finding the types of products they are looking for.
- The BMCF Bake Sale will move to the cafeteria area to keep all food items in one area and to encourage foot traffic to this area (Raffles will remain in the gym).
- We are arranging for dietary options to be available for lunch delivery.

The addition of commercial vendors to our show in the past few years has been a great success. We had always prided ourselves on offering a traditional arts and crafts show featuring only handmade items; however, we had not succeeded in selling enough crafter booths to meet our goals. Feedback from patrons indicated a desire for a show featuring both handmade and commercial items, thus we made the move to hosting a craft and vendor show. We make every effort to avoid accepting vendors whose products are similar to the handmade products sold by crafters. Crafters may only sell hand crafted items in the crafter area, and vendors may only sell commercially produced items in the vendor area. Any participant wishing to sell both handcrafted and commercially manufactured items must purchase two separate booth spaces, and will need

to provide a second participant to manage the second booth. BMCF does, however, reserve the right to place later-applicants as space is available, possibly allowing overflow of crafters into vendor area or vendors into crafter area.

We continue to focus on improving our advertising. The show will be advertised throughout the Fox Valley community, as well as neighboring communities, and areas of Northwest Indiana and Central Illinois. In addition to press releases and flyers, we also use social media, online event listings, posters, outdoor signage, and cross promotion at other community events.

Once again, our show will feature the ever-popular bake sale, a charity raffle, a 50/50 raffle and lunch services including delivery of lunch orders to participant booths. Since we are one of the first shows of the season, we encourage you to sell autumn and holiday items.

The date of the show remains at the third Saturday in October.

The application process has begun! Your paperwork is enclosed. **Please be aware that the \$50 Early Bird booth fee is only available until September 1, 2016. Applicants who apply after September 1, 2016 will be charged the standard booth fee of \$75.00. Checks will be cashed upon acceptance.**

September 15, 2016 is the deadline for Personal Checks (check date and postmark). After this date, payment must be by Cash, Money Order, or Cashier's Check.

***Jewelry artists are encouraged to apply early.** In an effort to keep our show diverse, we will not allow any one category to make up more than 15% of the total booths. This means we typically only accept 12-15 jewelry artists each year, and this category fills up quickly. We try to reserve 2-3 spots for late applicants, so some jewelry applicants may be waitlisted and reviewed in the final jury. You will be notified if your application is waitlisted.

We look forward to your participation. If you have any questions, please do not hesitate to contact us via email or phone (**craftshow@bataviamothersclub.org, 630-748-1501**).

Sincerely,

Maura Hirschauer
Gabby Laboda
BMCF Craft Show Co-Chairs

Kat Maggio
Applications and Jury Chair



31st Annual Autumn Craft and Vendor Show

Saturday, October 15, 2016 from 9 am – 3 pm

Batavia High School
Located at 1201 Main Street Batavia, IL

BMCF's Annual Autumn Crafts and Vendor Show will be located in the gymnasium and cafeteria area at Batavia High School. This show features handcrafted items from a variety of area artisans, as well as commercial vendors representing various direct sales companies. The event spotlights a juried selection of arts & crafts designed and created by the artist. ***Criteria for artisan entry are originality, maturity of work, and quality of construction.**

BMCF seeks 150 local artists, crafters, and vendors to exhibit in the spacious gymnasium and cafeteria at Batavia High School. The show will also include the ever-popular bake sale, a charity raffle, a 50/50 raffle, and lunch services, including delivery of food to booths for crafters. Advertising is extensive throughout the Fox Valley: press releases, outdoor signage, posters, internet ads, school flyers, etc. This is a well attended event with at least 1000 patrons. There is a \$5 admission fee.

All proceeds from this event go towards positively impacting the lives of children, families, and individuals in the Fox Valley area.

APPLICATION INSTRUCTIONS

1. **APPLICATION FORM (on back):** Please fill in all requested information on the application form.
2. **SUBMISSION OF PHOTOS:** The jury process is based solely on the photos you submit—make sure they are clear and detailed. Submit one quality color photo for each category of craft you will display and sell in your booth. Also, send a current photo of your booth. **Photos will not be returned, and are required each year, even if you have applied to the show in the past.**
3. **FEES:** All fees must accompany your application. Booth fees are cashed upon exhibitor's acceptance. There is a \$20.00 charge for returned checks. **Personal Checks will be accepted until September 15. After this date, payment must be in the form of Cashier's Check, Money Order, or Cash.**
4. **SASE or Email:** Exhibitors must include an email or a self-addressed, stamped envelope with their application for status notification.

NOTIFICATION: Juries will be held in early June, early August, and mid September. You will receive notification of acceptance by email or phone following the jury in which your application is reviewed. If accepted, your show information packet will arrive via email along with your acceptance email. If no email is provided, show information will be sent by mail before October 1.

RULES FOR PARTICIPATION

1. **ORIGINALITY:** All work displayed by crafters must be designed and created by the crafter and consistent with work depicted in the submitted photos. Absolutely **no imported, manufactured, kit produced or mass produced items will be allowed.** Any misrepresentation will be removed, without recourse.
2. **VENDORS: BMCF is allowing commercial vendors at this year's show.** Vendor booths will be located in a **designated vendor area** and not interspersed with exhibitors of hand-crafted items. Vendor applications will be juried and selected based on quality of items sold, marketability, and uniqueness of products. Commercially manufactured items may not be sold in the crafter area, and hand-crafted items may not be sold in the vendor area. BMCF Reserves the right to place later-applicants as space allows.
3. **BOOTH OCCUPANCY:** You are responsible for supplying **ALL** display equipment needed for your items, including tables and chairs. Exhibitors must set up between 6:15-8:45 a.m. on the day of the event. **Any participant not checked in by 8:45 a.m. will forfeit their space without refund.** You must provide your own workers, and remain open for the duration of the show. No representatives or sales agents are allowed in the crafter area of the show. Booth removal must not start before 3:00 p.m. and must be completed by 4:00 p.m.
4. **ELECTRICITY:** There are limited booths with electricity. These booths are located around the perimeter of the room. They are available for an additional **\$15** and are on a first paid, first served basis. If the spaces are filled, your electrical payment will be refunded and you will be notified and given the option to cancel your booth.
5. **PARKING:** Offsite parking information will be provided with acceptance letter.
6. It is BMCF's sole obligation to furnish assigned exhibit space, general lighting, cleaning and guard service. Services of any other nature shall be requested by the exhibitor in writing at least 30 days prior to the festival and will be granted at the sole discretion of BMCF.
7. **CANCELLATION: NO FEES WILL BE REFUNDED AFTER SEPTEMBER 25, 2016.** All cancellations must be received in writing.
8. BMCF will not be liable for refunds or any other liabilities whatsoever for failure to fulfill the terms and conditions due to the unusable condition of the area in which the show is to be produced caused by, but not limited to, fire or other calamity, natural disaster, public enemy, strikes, statutes, ordinances of any legal authority or any cause beyond BMCF's control.
9. Insurance should be obtained by and at exhibitor's own cost and expense. BMCF assumes no risk.
10. Exhibitors shall be liable for delivery, handling, erection and removal of their displays and materials. BMCF will prohibit the installation and operation of any exhibits not meeting its approval. All pertinent fire codes, laws, ordinances and regulations pertaining to health, fire prevention and public safety shall be strictly obeyed. No damage shall be done to the booth area or foliage around the location by the exhibitor.
11. **No commission is charged.** The exhibitor is **solely responsible** for collection and remittance of **sales tax (7.5%)** to the State of Illinois.
12. No waivers, modifications or amendments shall be valid unless approved in writing by BMCF's Board of Directors. BMCF retains the right to use names, business names, photographs, and artwork submitted by the exhibitor for use in advertising and promotion of the show.

Exhibitor, by signing the application, will hereby release and forever discharge BMCF, and all sponsoring organizations and their directors, officers, employees, agents and volunteers from any responsibility, personal liability, claims, loss or damage arising out of or in conjunction with his/her participation in Autumn Craft & Vendor Show. BMCF will not be responsible for any injury sustained by the exhibitor and guests while within space designated for exhibits. Further, exhibitor understands that he/she stores his/her artwork at his/her own risk.

2016 BMCF Autumn Craft & Vendor Show APPLICATION

For Official Use Only:		Booth # _____
Jury Category _____		
10 x 10 _____		
10 x 20 _____		Electric _____
10 x 30 _____		Corner _____

This application is for a ☐ CRAFTER / ☐ VENDOR (select only one)

Please use my: ☐ Crafter Name ☐ Personal Name ☐ Business Name On the program and Website

Returning Crafter/Vendor ? ☐ Yes ☐ No

Crafter Name (last, first) _____ Personal Name (if different) _____

Name of exhibitor who referred you to our show (if applicable) _____

Business Name _____ Website _____

Address _____

City, State, ZIP _____

CONTACT INFORMATION (ensure email is legible for earliest notification of acceptance):

Phone _____ Mobile Phone _____ Email _____

Vehicle Make _____ Model _____ License # _____

Set up time will be based on booth location. We will try to accommodate your preference.

☐ I prefer set up from 6:15-7:30 a.m. ☐ I prefer set up from 7:30-8:45 a.m. ☐ I need handicap access

Please write a few sentences to describe your item(s). Attach a separate sheet if necessary.

FEES

- | | |
|--|--|
| <input type="checkbox"/> 1 Booth (10x10) | \$50.00 (\$75.00 after Sept 1, 2016) |
| <input type="checkbox"/> 2 Booths (10x20) | \$95.00 (\$145.00 after Sept 1, 2016) |
| <input type="checkbox"/> 3 Booths (10x30) | \$140.00 (\$220.00 after Sept 1, 2016) |
| <input type="checkbox"/> Corner location premium (limited) | \$ 15.00 |
| <input type="checkbox"/> Electricity (limited) | \$ 15.00 |

TOTAL FEES ENCLOSED (All checks) \$ _____ .00

****Personal Checks accepted ONLY if dated and postmarked on/before September 15.**

After this date, payment must be in form of Cashier's Check, Money Order, or Cash.**

APPLICATION CHECKLIST

- ☐ 1 color photo for each category of items.
- ☐ 1 color photo of current booth display
- ☐ Check** payable to "Batavia Mothers' Club Foundation"
- ☐ Completed and signed application
- ☐ SASE OR clearly legible email above for acceptance details.

Please Initial and Sign:

_____ I verify that I created and/or have the right to display all of the work I have applied to exhibit during the 2016 Batavia Mothers' Club Foundation Autumn Craft and Vendor Show.

_____ I will donate a raffle prize (optional). I understand that this is a voluntary donation and should be submitted the morning of the show.

The undersigned hereby expressly agrees to indemnify and hold harmless The Batavia Mothers' Club Foundation from all claims, loss, damage or causes of action of any kind of nature whatsoever which may arise as a result of the occupancy and use of the herein described premises by the undersigned. Such indemnification to include damage to the personal property of the undersigned, its agents, or employees or persons attending such function.

APPLICANT'S SIGNATURE

DATE

PLEASE MAIL TO:

BATAVIA MOTHERS' CLUB FOUNDATION

P.O. BOX 91 • BATAVIA, IL 60510

www.bataviamothersclub.org • craftshow@bataviamothersclub.org • 630-748-1501