



Autumn Craft Fair and Treasures Market

Vendor Application

Show Dates: October 25-26, 2025



The Sycamore Music Booster's Craft Fair is administered by volunteers to raise money for the SYC427 school district. Thank you for supporting our music programs!

Please read all guidelines before applying. Consider REGISTERING/PAYING ONLINE WITH THE QR CODE ABOVE. If you do not wish to apply online, complete the entire form, print and mail along with any supporting photos/checks.

Vendor Name: _____

Business Name: _____

Mailing Address: _____

Email Address: _____ Phone Number: _____

of years in show: ____ How did you hear about the show/referred by: _____

Will you need electricity (+\$20): **Y / N (circle one)** What do you exhibit? Please be specific: _____

Are you interested in having your business featured on Sycamore Music Booster social media as part of our publicity? By selecting "Yes", you give the SMB permission to use your business name, social media sites, and photos to feature your business with our craft fair marketing. We will highlight as many vendors as possible, but can not guarantee marketing. **Y / N (circle one)** If you circled yes, please populate the following:

List social media accounts/ full names used to promote your business: _____

What is one sentence you would use to promote or describe your business: _____

FOR BOTH NEW AND PREVIOUS DEALERS ADDING NEW EXHIBITS: Please submit four different photos depicting merchandise to be exhibited. All photos must be labeled with your name/business name and description of items.

EARLY BIRD REGISTRATION FEE: (Prior to July 31) \$160.00 per booth (nonrefundable if booked). If electricity is needed, please include a separate check for \$20.00 for each booth.

STANDBY REGISTRATION FEE: (After Aug. 1) \$190.00 per booth (nonrefundable if booked). If electricity is needed, please include a separate check for \$20.00 for each booth.

BOOTH ASSIGNMENTS: Will be made on Sept. 15 for applications received by Aug. 1; applications received after Aug., 1 will be assigned at the CF discretion, upon vendor acceptance.

PAYMENTS: Prepayment is required prior to the review of your application. If an application is not accepted, a refund will be issued. ONLINE PAYMENT AND REGISTRATION CONVENIENCE at the QR CODE ABOVE (<https://www.sycamoremusicboosters.com/craft-fair>), OR make checks payable to Sycamore Music Boosters and mail to: P.O. Box 432 Sycamore, IL 60178. Please address all questions to Music Boosters at syc427actm@gmail.com.



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General Information, Booths, and Vending

Show Dates: October 25 - 26, 2025

Please read the application information and guidelines presented here (3 total pages). All applications are received and considered for acceptance with the understanding that vendors agree and will adhere to the following:

General Information

Location: Sycamore High School Fieldhouse, 427 Spartan Trail, Sycamore, IL 60178

Contact: Vendor Chair @ syc427actm@gmail.com <https://www.sycamoremusicboosters.com/craft-fair>

Admission : Adults: \$3 Students & Seniors: \$1 Children under 5: Free

Doors open to the public: *Saturday* 9:00 a.m. – 5:00 p.m. and *Sunday* 9:00 a.m. - 2:00 p.m.

Booths / Vending

- All booths must have physical products to display, sell, and transport with transactions occurring at the booth during show hours. The SMB Craft Fair (CF) strives to limit duplicate products/vendors to create a quality experience for both vendors and shoppers. Payment for the booth must accompany the submitted application, however, the CF reserves the right to not accept vendor applications, in which case the application fee will be refunded; upon acceptance, vendors will be assigned an alpha number location within the Fieldhouse; booths can't be sold /sublet
- Booths are 10' x 12' and are located inside of the Sycamore High School Fieldhouse with a capacity of 190 booths; booths are not furnished and vendors are responsible for bringing tables, chairs, etc. to create a professional space
- Internet access *may* be available to vendors but is limited to sales transactions only due to facility capabilities
- Electricity may be available for an extra charge of \$20/booth; these booths are along the walls of the Fieldhouse; returning vendors who require electricity have priority, if requested, followed by new requests in order of receipt
- Vendors are responsible for booths meeting all local, county, and state laws (including food sampling) and possessing the necessary paperwork to verify that your booth complies prior to setup. To ensure the safety of all, the craft fair will have visits from the Fire, Police, and Health Dept. before opening. For questions/obtaining food permits, visit the county's website at <http://health.dekalbcounty.org/services/food-safety/>. The DeKalb County Health Department can also be reached by emailing food@dekalbcounty.org or by phone at 815-748-2153
- Vendors are responsible for complying with all property (Sycamore School District SYC427) policies. *There will be no USE, display, depiction, or sale of items related to tobacco, drugs, alcohol, or fire arms on school property (inside or outside of buildings).* The SMB reserves the right to inspect all vendor booths and request items be removed. Vendors that do not comply with be asked to leave without refund
- No dogs/animals are allowed in the Fieldhouse unless service animal *documentation is presented* per SYC427 policy



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Setup, Breakdown, and Electronic Registration/Payment

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Continued from page 2... Please read the information and guidelines presented here. All applications are received and considered for acceptance with the understanding that vendors agree and will adhere to the following:

Setup / Breakdown:

- Vendors must agree to sell the entire time the show is open to the public; early tear down of booths will result in future application rejections
- To limit congestion, vendors may not be parked or begin loading in loading zones until their *ENTIRE* booth is broken down/packed for immediate loading
- Emergency exit doors cannot be used during public hours (smoking is not allowed on school property)
- SYC427 student volunteers and carts MAY be available at certain points during setup/tear down as a curtesy, not an obligation; volunteers will be treated with respect or vendors will be asked to leave/not return, without refund
- The Fieldhouse will be open to vendors during the following time periods:
 - o **Friday 9:00 a.m. – 7:00 p.m.** Vendor set-up only; Signing up for a dock unloading time is strongly encouraged! Sign-up information will be emailed during the month of October
 - o **Saturday 6:30 a.m. – 5:30 p.m.** Final set-up prep 6:30-8:30 a.m.; booth must be completely set up no later than 8:30a; craft fair is open to the public 9:00a – 5:00p
 - o **Sunday 7:30 a.m. – 6:00 p.m.** vendor restock from 7:30-8:30a; craft fair is open to the public 9:00a-2:00p; Dismantle begins *no earlier* than 2:00p; vendor tear down 2:00-6:00p; vendors must be completely moved out of the Fieldhouse no later than 6:00p Sunday—please plan to have your own carts and help available for an organized and efficient tear down process

Consider registering and paying electronically with our QR code:



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