

Holiday Craft Fair

HAWTHORN WOODS 

Saturday, November 26, 2022
10:00 a.m. - 3:00 p.m.
Hawthorn Woods Village Barn
(2 Lagoon Drive)

VENDOR INFORMATION & APPLICATION

Visit www.vhw.org/CraftFair for more information.



2022 Holiday Craft Fair Vendor Application

2022 Fair Information:

Date: Saturday, November 26, 2022
Time: 10:00 a.m. – 3:00 p.m.
Location: 2 Lagoon Drive, Hawthorn Woods, IL 60047

Vendor Application Rules & Deadlines:

- The Village of Hawthorn Woods has 26 vendor openings for the 2022 Craft Fair.
- A booth includes an 8-foot table and 2 chairs. Additional space beyond this area is not guaranteed; do not plan on floor displays unless you do not want a table at your location.
- Due to the limited number of vendors accepted, a vendor may only occupy 1 (one) booth space.
- The event site is an old renovated barn. Vendors who are unfamiliar with the event location are invited to visit the site during normal operating hours to view it in-person.
- Preference is given to homemade and one-of-a-kind vendors.
- Only one representative per business will be accepted (Mary Kay; Pampered Chef; etc).
- Up to 3 vendors will be accepted per category, unless the vendor has multiple categories.
- Electrical and Wi-Fi requests should be made at the time an application is submitted.
- All fees are due upon submission of your application; applications submitted without payment information will not be considered until payment is received. Payment will not be processed until an application is approved and accepted.
- As part of the registration, each vendor must donate one (1) item with a minimum retail value of ten dollars (\$10.00). Your donation cannot be a gift card to your business. It must be a tangible item. Hawthorn Woods events are fully funded through donations, sponsorships, and fundraisers. The Village will sell raffle tickets to event attendees. It is encouraged to include a business card with your item. All proceeds benefit community special events.
- **Early Registration Review Round: Application deadline is August 15**
All applications submitted by August 15, 2022 will be considered simultaneously by the Hawthorn Woods Special Events Committee. Notification will be made by August 24, 2022. Applications are not approved on a first-come, first-serve basis during this round.
- If the event does not fill during the Early Registration Review Round, applications received after August 15th will be considered on a first-come, first-serve basis under the discretion of the Hawthorn Woods Special Events Committee.
- Once an application is approved, it is non-refundable.
- Any vendor not accepted will be put on a waitlist. The waitlist will be numbered in the order the applications were received.
- This event will follow current COVID-19 precautions and guidelines. All vendors agree to follow any health and safety rules put in place by the Village of Hawthorn Woods. If a vendor does not follow the rules, they will be removed from the event and no refund will be given.
- If the event is cancelled by the Village of Hawthorn Woods due to a state or local emergency order, health or safety concerns, or any other reason, vendors will receive a full refund of their vendor fees.
- Setup will take place on the day of the fair from 8:00 a.m. – 9:30 a.m.

Questions:

Amy Mason, Assistant Director of Parks & Recreation
Village of Hawthorn Woods
Phone: (847) 847-3533
Email: amason@vhw.org



2022 Holiday Craft Fair Booth Application Form

VENDOR INFORMATION

Business/Booth Name: _____

Contact Person: _____

Address: _____

City, State, Zip: _____

Phone #: _____

Email: _____

Website: _____

Facebook Page: _____

Are your products home-made/one-of-a-kind? YES NO

Have you vended at the Hawthorn Woods Holiday Craft Fair in the past? YES NO

If yes, what years? _____

Product(s) Category: Jewelry Food
Check all that apply Beauty Art
 Home/Decor Other _____
 Clothing/Attire

Description of products/items to be sold:
(be specific; pictures are encouraged)

Price Points

Min. Product Price: \$ _____

Max. Product Price: \$ _____

Avg. Price Per Product: \$ _____

2022 Vendor Fees

- \$70.00 per table
- + \$15.00 per table to include electricity
- + \$10.00 per table to include Wi-Fi Access

2022 Application Request

- Standard Table Qty. _____
- + Electricity Qty. _____
- + Wi-Fi Qty. _____

Vendor Donation Requirement

All Hawthorn Woods events are supported through community donations, sponsorships, and fundraisers. In effort to raise money to support all of community events, including the annual Craft Fair, all vendors must donate one (1) item to be raffled on the day of the event. The item should be valued at \$10.00 or more. The Village of Hawthorn Woods will sell raffle tickets; all proceeds will benefit Hawthorn Woods community events.

I agree to donate 1 item to the Village of Hawthorn Woods

Internal Use Only

Application Notes:

Date Received: _____

APPROVED Booth #: _____

+ Electricity + Wi-Fi

NOT APPROVED Waitlist #: _____

PAYMENT

Amount: \$ _____

CASH CHECK (Make Payable to: Village of Hawthorn Woods) Check # _____

CREDIT CARD (+3% processing fee)

Account #: _____

Exp. Date: _____ CV2: _____

Photo Submission

Please submit 1 photo to amason@vhw.org to be included in our event marketing.

Submit this Form:

- Mail or Drop Off: 2 Lagoon Drive, Hawthorn Woods, IL 60047
- Email: amason@vhw.org