



# MOTHER MCAULEY

Liberal Arts High School

3737 W. 99<sup>th</sup> St. Chicago, IL 60655  
773-881-6500 mothermcauley.org

**2018 Mother McAuley Vendor Fair**  
**Friday, November 9, 2018 ----- 7:00 P.M. - 10:00 P.M**

## VENDOR FAIR APPLICATION

Name of Applicant: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Be specific: **Ex:** Avon, Pampered Chef, Tupperware (Vendors needs to sell ONLY items that are specified to the company name. This will avoid duplication of products and companies sold by multiple vendors participating. Vendors CANNOT cross sell items/brands NOT identified on this application.)

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Webpage Address: \_\_\_\_\_ Facebook link: \_\_\_\_\_

**To further promote our vendors we require all vendors make a donation of an item(s) valued at \$25. Your item will be raffled off the night of the event. Donated items must be presented at time of check-in. Please have your donation ready.**

<b>Number of booths --\$65 each</b> Each booth size is an 8ft x 8ft. All booths come with one 6ft table and two chairs.	_____ # of booths
<b>Will you be using a rack in your booth?</b> <b>How many racks?</b>	YES / NO # of racks: _____
<b>Will you need electricity?</b>	YES / NO
<b>List items you will be selling at your booth.</b> <i>(To create a floor plan we require vendors to indicate ALL items to be sold at your booth.)</i>	
<b>Other Comments:</b> <i>(List any special requests that you would like to be taken into consideration during placement.)</i>	

## EXCLUSIVITY NOT GUARANTEED

*(We do our best to have only one vendor per company unless the vendors do not mind and carry different styles. We would at that time do our best to keep vendors at different locations and only two of the same company will be eligible.)*

**ALL FEES MUST BE MAILED WITH APPLICATION**

Make checks payable to: Mother McAuley Mothers' Club

**Mail application and appropriate fees to:**

Mother McAuley Mothers' Club  
3737 W. 99<sup>th</sup> Street  
Chicago, Illinois 60655

**APPLICATION RECEIVED WITHOUT FEE WILL NOT BE REVIEWED FOR ACCEPTANCE NOR  
WILL IT BE RETURNED TO THE APPLICANT.**

The committee will review booth applications. Applicants will receive an acceptance email confirmation or a letter of decline with a refund of fees paid and an explanation of why the committee declined the application.

**Vendor Fair Clauses:**

- I understand that all fees are payable in full and submitted with my application.
- I understand that once accepted to the vendor fair **fees are non-refundable**.
- I understand that I must be set up prior to the start of the event.
- I understand that I must stay for the full duration of the event. Failure to do so will jeopardize future invitation to the event.
- I understand that I **cannot** sell items that are not listed on my application.
- I understand that I am responsible to provide my own extension cord, dolly or other means to transport my items to and from car.
- I understand that I am responsible for working my booth and only one other person is permitted to work my booth **over the age of 21**.
- I understand that it is my responsibility to promote my products prior to the day of event on social media and/or with my clients. I will not hold Mother McAuley responsible for my financial gain or loss.

I, the applicant named above, have read and agree to the terms of this application to participate in the Mother McAuley Vendor Fair on Friday, November 9, 2018. I understand and hereby agree to release all committee members and the Mother McAuley Liberal Arts High School, for loss of property or injury while on the way to or on the premises of the aforementioned event. I understand and accept the terms and conditions as specified.

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Signature of Applicant

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Date

**Online applications will be accepted until October 26, 2018. Mailed applications received after October 29, 2018 will be given consideration depending on floor availability.**

**Please refer all questions to:**

Marcella Martinez mmartinez2mc@gmail.com