



# Holiday Marketplace at Prairie Crossing Charter School

## Vendor Registration Form

Event location: **Prairie Crossing Charter School Gym, 1531 Jones Point Road, Grayslake  
Saturday, December 3rd, 2016  
9:00a.m. until 3:00 p.m.**

Name of Business or Booth \_\_\_\_\_

Your Name \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, and Zip Code \_\_\_\_\_

Cell phone \_\_\_\_\_ Home Phone \_\_\_\_\_

E-mail address \_\_\_\_\_

*(An acceptance notification of your application will be sent to the e-mail address listed above.)*

Please provide a detailed description of the items you will be offering for sale and the price ranges of items for sale.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please check one (First come, first served):

\_\_\_\_\_ 6' x 30" (11)    \_\_\_\_\_ 5' Round Diameter (10)    \_\_\_\_\_ 28" x 63" (5)

**Booths with electricity are limited and given on a first-come, first-served basis. Please indicate what size table you prefer. Let us know if you plan to bring your own table (and the size).**

Cost: There is no cost; please donate one of your sale items (\$25 Value) for entry into a raffle. Specify which item you are donating here: \_\_\_\_\_

Please send this Registration Form and fee to:

Prairie Crossing Charter School  
Attn: Dil Dybas, Holiday Marketplace  
1531 Jones Point Road  
Grayslake, IL 60030

Or by fax 847-543-9744, Attn: Dil Dybas

**Registration Deadline: November 22, 2016**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Your signature indicates that you have read and agree to follow the Vendor Guidelines (see next page).

Please direct any questions to: Dil Dybas at [ddybas@pccharterschool.org](mailto:ddybas@pccharterschool.org)

## **Vendor Guidelines**

- Vendors are asked to set up between 8-8:30am on the day of the event.
- Vendors are requested to remain at the Holiday Marketplace for the full event (9am-3pm).
- Vendors are responsible for their own credit card transactions.
- Please bring your own extension cords and/or other equipment (table drape, etc).
- There is no vendor fee for this event; however, we are requesting a donation of one of your sale items for a raffle (please indicate what item you will be donating on your vendor registration form).
- Vendors are asked to break down their tables no earlier than 3pm.
- Vendors are encouraged to share the publicity flyers about the Holiday Marketplace with their networks to maximize exposure.