



Sacred Heart Home and School

Parents Working Together to Support...

RELIGION ♥ ACADEMICS ♥ ATHLETICS

June 2017

Dear Vendor,

Once again, *Sacred Heart Church & School* will be participating in the **Lombard Christmas Mart** and would love for you to be a part of the venue!

- There will be up to 7 locations, down the 3 blocks of Maple Street, participating with combined advertising – which should help bring in extra foot traffic!
- A punch card will be given out to encourage shoppers to visit each location. Once all required punches are complete, they will be entered into a drawing at the end of the day for various prizes.
- The Athletic Association will be running the concession stand with a variety of food & drinks available. All proceeds will go to support the numerous sports teams at Sacred Heart.
- All proceeds from space & table rentals will go to the Home & School Association of Sacred Heart School. These funds are then used to support a variety of activities/events for the students and families of SHS.

DATE:	Saturday, November 4, 2017
SHOPPING TIME:	9am – 2pm
LOCATION:	Sacred Heart Parish Center (entrance is via the parking lot off of Elizabeth St. on the train side of the building) 322 W Maple St Lombard, IL 60148-2415
SETUP TIME:	7am – 8:45am
SPACE SIZES:	10' x 8' or 20' x 8'
TABLE RENTAL:	Limited quantities of 8' tables are available and assigned on a first come, first serve basis. Limit of 2 tables per vendor.

Additional information:

- Each vendor is required to bring their own money to make change on any transactions.
- Takedown of any space is not allowed until AFTER 2pm.
- We ask that you bring in your own merchandise during setup/takedown, but we will have some volunteers on hand, with rolling carts, to assist you if needed.
- We will only allow one vendor representative per company – such as Tastefully Simple, etc.
- Spaces are reserved on a first come, first serve basis and only confirmed after your registration form, Adult Hold Harmless/Indemnity Agreement AND payment have been received.
- To complete your registration, please use this link for our online form:
<http://tinyurl.com/SHSMartReg>
- If you do not have access to a computer & printer, please use the enclosed paper form in place of the online form.

Please contact me with any questions/concerns you may have.

Sincerely,

Sharon Heneghan

SHS Christmas Mart Chairperson

Cell phone: (630) 899-0024