



Sacred Heart Home and School

Parents Working Together to Support...

RELIGION ♥ ACADEMICS ♥ ATHLETICS

June 2018

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 8th Grade Class will be running the concession stand with a variety of food & drinks available. All proceeds will go towards the cost of their class trip in the spring.
- 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 3, 2018
SHOPPING TIME:	9am – 2pm (2:30pm at the latest)
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 6' or 20' x 6'
TABLE RENTAL:	Limited quantities of 8' tables are available and assigned on a first come, first serve basis. Limit of 2 tables per rental (when using a 20' x 6' space).

Additional information:

- **Early Bird Pricing will be valid from June – 8/31.** Prices will increase for registrations received 9/1 or later. Registration will only remain open until all spaces have been filled.
- Each crafter/vendor is required to bring their own money to make change on any transactions.
- **Takedown of any space is NOT allowed until AFTER 2pm.** If shoppers are still in the building, vendors can remain open until 2:30pm. All vendors need to be out of the building **by 3pm.**
- 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 cleared payment have been received.
- To complete your registration and provide your payment (checks or Debit/Credit Cards accepted), please use this link for our online forms: <http://tinyurl.com/SHSMartReg>

Please contact me with any questions you may have at CML_728@YAHOO.COM

Sincerely,

Christina Munson
SHS Christmas Mart Chairperson