

BETTY ERICKSON CAREY FOUNDATION

UNDER THE BIG TOP CRAFT FAIR

31st Year of the Craft Fair - Celebrating 250 Years of America

Thursday, September 24, 2026 | 9:00 a.m. - 4:00 p.m. | Railroad Street, Downtown Sandwich, Illinois

Inside space: \$70 | Outside space: \$60 | No electricity available

VENDOR INFORMATION

Business / Booth Name: _____

Contact Person: _____

Mailing Address: _____

City / State / ZIP: _____

Phone: _____ Email: _____

Website / Social Media: _____

PRODUCTS & SPACE REQUEST

☐ Handmade Arts / Crafts ☐ Retail / Direct Sales ☐ Food / Baked Goods

Describe all products you plan to sell: _____

SELECT	SPACE OPTION	FEE
☐	Outside street space - approx. 10 ft. x 10 ft.	\$60
☐	Inside / covered space - approx. 10 ft. x 10 ft.	\$70
☐	Additional adjoining space, if available	Same rate

Requested space number / preferred location: _____

If you participated last year, list your previous space: _____

We will do our best to place you in the same space you had last year, but placement cannot be guaranteed.

IMPORTANT: Vendors provide their own tables, chairs, display fixtures, canopy, weights, and weather protection.

PAYMENT & RETURN INFORMATION

Deadline: September 10, 2026. Applications received after the deadline must include a \$10 late fee.

Total enclosed: \$_____ ☐ Check ☐ Money Order

Make checks payable to: Betty Erickson Carey Foundation

Mail to: Betty Erickson Carey Foundation, P.O. Box 48, Sandwich, IL 60548

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UNDER THE BIG TOP CRAFT FAIR - VENDOR SETUP & RULES

EVENT DAY SETUP INFORMATION

Vendor Setup	7:00 a.m. - 8:30 a.m. Vehicles must be removed from the vendor area by 8:30 a.m.
Public Hours	9:00 a.m. - 4:00 p.m. Booths must remain staffed and open during all event hours.
Tear Down	Begins at 4:00 p.m. Early packing or vehicle entry is not permitted unless approved by event staff.
Space Assignment	Final space locations and setup instructions will be sent before the event. Requests for last year's space will be honored when possible, but are not guaranteed.

VENDOR RULES

Merchandise: All merchandise must match the application. Organizers may limit duplicate vendors or decline unsafe, unlawful, inappropriate, or non-family-friendly items.

Booth equipment: Vendors furnish tables, chairs, racks, tents, displays, and supplies. Electricity is not available. Generators, open flames, and heating devices require advance written approval.

Canopy safety: Every tent or canopy leg must be securely weighted. Stakes may not be driven into Railroad Street, sidewalks, or other paved surfaces.

Food vendors: Food and beverage vendors are responsible for required permits, licenses, insurance, and safe food-handling practices.

Sales and taxes: Each vendor is responsible for collecting and reporting applicable sales taxes and following all legal requirements.

Conduct and cleanup: Keep spaces clean, dispose of trash properly, and conduct business respectfully. Smoking, alcohol, illegal items, and disruptive behavior are prohibited in vendor spaces.

Weather and cancellation: This is an outdoor event. Prepare for changing weather. The Foundation may modify, postpone, or cancel for safety. Fees are otherwise nonrefundable after acceptance.

Property and responsibility: Vendors are responsible for their property, products, vehicles, employees, and helpers. The Foundation and City of Sandwich are not responsible for loss, theft, damage, injury, or weather-related loss.

VENDOR AGREEMENT & SIGNATURE

I have read and agree to follow the 2026 vendor rules. I understand that submitting an application does not guarantee acceptance or a specific location. I authorize the Foundation to use photographs of my booth or products for event promotion. I agree to release and hold harmless the Betty Erickson Carey Foundation, its board members, volunteers, agents, the City of Sandwich, and participating property owners from claims arising from my participation, except to the extent prohibited by law.

Vendor / Authorized Representative (print):

Signature: _____ Date: _____

Emergency Contact Name & Phone: _____