



2019 Greek Fest Marketplace  
July 12th, 13th and 14th

St. Sophia Greek Orthodox Church  
525 Church Road, Elgin, IL. 60123

March 2019

Dear Prospective Vendor,

It is that time of year again for the St. Sophia Greek Orthodox Church Greek Festival! We are very honored and excited to have the opportunity to coordinate the Greek Fest Marketplace again. This annual Greek Fest event averages thousands of patrons. As in previous years, the festival will feature homemade Greek food, authentic Greek dancing and musical entertainment, delicious pastries and more. Live entertainment (in one form or another) is scheduled throughout the weekend. Our dance troupe will perform on Saturday evening & Sunday during the afternoon and evening hours. There is also plenty to do for kids of all ages!

The dates and times for the 2019 St. Sophia Greek Festival (and Marketplace) are as follows:

Friday, July 12th

11:00am to 1:00pm

Lunch service only-Marketplace Closed

5:00pm to 11:00pm

Vendor/Craft Booths Must Be Open

Saturday, July 13th

Noon to 11:00pm

Vendor/Craft Booths Must Be Open

Sunday, July 14th

Noon to 10:00pm

Vendor/Craft Booths Must Be Open

I welcome your application and thank you for your interest in advance!

I am ONLY accepting vendors WHO ARE WILLING AND ABLE TO PARTICIPATE IN ALL 3 DAYS (and during Marketplace OPEN times)! It is imperative that you, or a representative, be there at all times when the MARKETPLACE is OPEN. I (and patrons) do not enjoy seeing empty, unattended and ugly tables while walking around and shopping in the Marketplace. If your booth is not represented at any time while the Greek Fest Marketplace is open, YOU WILL FORFEIT YOUR BOOTH SPACE AND YOUR BOOTH FEE WILL NOT BE REFUNDED! YOU WILL ALSO NOT BE ASKED TO RETURN NEXT YEAR! NO EXCEPTIONS! This rule was enforced with a couple of vendors from previous years.

All vendors are housed inside the hall, with air conditioning. An inside restroom facility will be available for your use. I have four booth sizes to fit your needs and budget!!! Booths all come with tables (your choice of amount of tables, with exception of half booth) or you can design your own booth using your own materials.

#### Booth Sizes:

- Half Booth – 10x5 or 50 square feet (only allowed 1 table in the space):

Fee: \$200.00

- Single Booth – 10x10 or 100 square feet (max of 2 [8'] tables in the space):

Fee: \$300.00

- Booth and a Half – 10x15 or 150 square feet (max of 4 [8'] tables in the space):

Fee: \$400.00 (2 available)

- Double Booth – 10x20 or 200 square feet:

Fee: \$500.00 (1 available)

**\*\*\*PLEASE READ CAREFULLY\*\*\* SOME INFORMATION  
MAY BE DIFFERENT FROM PREVIOUS YEARS\*\*\***

**APPLICATIONS:** You will receive your application via email this year. Please print, fill out and return to the address listed above. **DO NOT RETURN YOUR APPLICATION TO THE CHURCH ADDRESS.** You run the risk of your application never being processed or even seen by me. Due to limited space this year, I will not accept any applications after April 26th that are not complete. A completed application will contain all information filled out correctly and correct payment. **\*\*\*Checks will be deposited 2 weeks before the fest\*\*\*** Please plan accordingly.

**TABLES/CHAIRS/DISPLAYS:**

Tables (banquet size-2x8) and chairs must be ordered (no extra charge) at the time the application is completed. Because I pre-plan rental needs, it is extremely difficult to accommodate any last minute additional needs. The number of tables and chairs you may request will be limited to what will fit in YOUR booth space. The exception is the half booth, where only 1 table is allowed. I welcome your own displays as long as they fit in your space and do not block the view of other vendors. Taller displays, anything taller than 5 feet off of the floor or more than 2 feet higher than tables, will be placed in areas of non-obstruction to other vendors. These taller displays obstruct the views of other vendors and their potential customers. All vendors must supply their own set-ups and stay within their purchased booth spaces. **THIS IS EXTREMELY IMPORTANT AS SPACE WILL BE LIMITED THIS YEAR.** Each booth space will be clearly marked. You will need to provide your own **REQUIRED** table cloths and skirts. Please hide unsightly boxes, purses, etc.

**SET-UP INFO: NEW THIS YEAR!!! PLEASE READ IN DETAIL!!!**

Exhibitors will be allowed to enter the Marketplace from 5:00pm to 9:00pm on Thursday, July 11th. Due to construction, we only have one driveway access in and out of the parking lot. Please plan accordingly. Please be advised that vehicles CANNOT be in the parking lot for any reason from 2:00pm on Friday, July 12th until our closing time of 10:00pm on Sunday, July 14th! YOU MUST CHECK IN AND SET UP on THURSDAY night at or after 5 pm. Do not come early as your space will not be ready and you will be required to wait until 5 pm. NO EXCEPTIONS. Even if it only takes you 5 minutes to set up. Due to limited space and construction, all vendors booths MUST BE SET UP BY 9 PM THURSDAY evening. You will lose your booth space and fee if you are not set up by 9 pm Thursday. I will not be there on Friday morning to help in any way or assist you in issues that may arise. You will not have access to the Marketplace on Friday morning. You may enter the Marketplace Friday at 4 pm for last minute arrangements. Keep in mind, if you arrive Friday at 4 pm to begin set up for the first time, you WILL NOT HAVE A BOOTH! If your booth is not set-up and ready for guests by 4:00pm on Friday, July 12th, YOU WILL FORFEIT YOUR BOOTH SPACE AND YOUR BOOTH FEE WILL NOT BE REFUNDED! YOU WILL ALSO NOT BE ASKED TO RETURN NEXT YEAR! NO EXCEPTIONS!

If you are late to the Marketplace (example: we open at noon and you are not here until 12:30pm), you will also forfeit your booth space (I will have volunteers break down your booth space and secure it for you to pick up after festival hours so that it does not interrupt festival patrons) and forfeit your booth fees. If a problem arises, I am reasonable, PLEASE just give me a call. If you do not get in contact with me regarding your absence, we, the Marketplace Coordinators, the Greek Fest Committee, St. Sophia and its volunteers, cannot and will not take responsibility for the loss of your booth space and forfeiture of your fees.

There are no accommodations for fax lines or credit card machines. ATMs will be available for patrons to retrieve cash throughout the festival. One ATM is usually located inside the Main Exhibitor Hall.

I cannot provide extension cords, but you are welcome to bring your own if you are given a booth with electricity (booths along the walls only). Cords MAY NOT cross paths where people are walking.

The displays can be left up overnight, but I do not accept any responsibility for items lost or stolen. Some exhibitors place coverings (such as sheets or table cloths) over their displays at night. It is highly advisable for you to cover your items using such methods (Out of sight, out of mind from hands) overnight. The festival has overnight security in place during the fest.

#### Selection of Exhibitors:

Due to limited space this year, you must return your application prior to April 26th. Applications WILL NOT BE ACCEPTED AFTER THIS DATE. Priority will be given to those vendors in good standing that have participated in the Marketplace in years past (and will be at my discretion). I WILL NOT have duplicate vendors (ex: only 1 Avon, Thirty-One, ItWorks, Massage Therapist...etc.). I cannot fully guarantee that there will not be duplicate craft items, please plan accordingly in the event this happens.

Your booth fee is non-refundable. Refunds will only be given if I do not approve your application. I will contact you by phone or e-mail if I have any questions for you. Please help me understand about the products you are selling by sending pictures (not returnable) or brochures (not returnable) showing the products. When I receive your application, your application will be numbered and dated. As applications are received, vendors will be given priority to space. There are a very limited number of the booths and a half, half booths, double booths and wall booths available. Electricity can only be provided to booths along the walls.

## ONE LAST NOTE...

If you are interested in purchasing a St. Sophia Greek Fest BIG RAFFLE ticket, the cost is \$100. There are 13 prizes you can win. 3-\$500 “early bird” drawings (winners resubmitted for future drawings); a chance at \$10,000; \$5,000; 4 chances at \$1,000 and 4 chances at \$250! Only 600 tickets are sold for this raffle!

If you would like one, or several, of these tickets, your booth fee will be reduced by \$50.00 for each ticket purchased! As soon as payment is received, your raffle ticket(s) will be mailed to you. Even if you do not participate as a vendor, please consider purchasing a BIG RAFFLE ticket to support St. Sophia. There are 3 Early Bird Drawings (\$500 winner each Early Bird and re-entered to win the big prizes) during our Church’s coffee hour. Please reach out to friends, family, neighbors or anyone else to sell tickets. REMEMBER – You receive a \$50.00 booth fee reduction for each ticket you purchase or sell for our festival. Ticket holders do not need to be present to win. You will be contacted if you win. Please see the application for details on paying for the BIG RAFFLE tickets.

Please direct any further questions to me directly: Artemis (630) 803-7414 (text or call) or e-mail me at: [GreekFestMarketplace@gmail.com](mailto:GreekFestMarketplace@gmail.com) . Email is the easiest way to get in touch with me...I can respond at anytime.

I look forward to working with you at St. Sophia Greek Fest 2019.

Sincerely,

Artemis Kamaris  
2019 St. Sophia Greek Fest  
Marketplace Chairperson

Applicant's Name:

Business Name:

Address:

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

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Would you prefer correspondence through: email mail  
phone

Please use this area to describe your booth products in detail. Please include brochures or photos of your products to help us make a more informed decision. Crafters, this is especially important to help better understand your products so that we may limit same/similar products. You may be accepted into the Marketplace, but may be asked not to sell certain items. Returning vendors, please also fill this section out, please do not write "Same as last year". Add an attachment if necessary. If you are selling something that is NOT on this list, you may be asked to remove that item(s) from your display if inappropriate, conflicts with others, etc.

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I am applying for a (please circle one):

Half Booth (10x5) \$200      Booth & a Half (10x15) \$400

Single Booth (10x10) \$300      Double Booth (10x20) \$500

Vendors (please circle one):

Will you need electricity (no extra cost, but space is limited)? YES NO

Will you still be interested in being a vendor/crafter even if electricity is unavailable due to space limitations?      YES NO

Do you have a tall display (over 5' tall from ground or over 3' tall from a table)? YES NO

How many tables will you need (only 1 allowed for ½ booths, only 2 allowed for Single booths)? \_\_\_\_\_

How many chairs will you need? \_\_\_\_\_

\_\_\_\_\_ YES! Please send my \_\_\_\_\_ raffle tickets at \$100 each (remember to deduct \$50 off of your booth fee for each raffle ticket purchased)

\*\*\*Please write a separate check for the booth space fee and another for the raffle ticket(s). Your raffle ticket will be sent to you with your confirmation letter or given to you the day of set-up along with your fest exhibitor information folder.

Total amount enclosed for booth space: \$ \_\_\_\_\_ Check # \_\_\_\_\_

Total amount enclosed for raffle ticket(s): \$ \_\_\_\_\_ Check # \_\_\_\_\_



Please make checks payable to “St. Sophia Church” and mail to:

Artemis Kamaris  
1130 Cochran Street  
Aurora, Illinois 60506

\*\*\* PLEASE do not mail your application to church. I may not receive it in time to process.

Vendor’s/Crafter’s Names that will be working your booth during the festival: \_\_\_\_\_

VERY IMPORTANT!!! PLEASE READ!!!

When I receive this application and payment, AND I have decided upon which exhibitors will participate in this year’s fest, you will be sent a confirmation letter. IF I cannot accept your application, you will be notified and your payment will be returned to you.

I release the St. Sophia Greek Orthodox Church (staff/volunteers/coordinators/chairpeople) from all responsibility for lost, broken or stolen items and will adhere to their time schedule, fest/vendor rules and booth space provided.

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

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