

FORRESTON FFA



FFA ALUMNI

FARM TOY AND CRAFT SHOW

November 24, 2024 to February 1, 2025

Dear Vendor,

Thank you for your interest in the Forreston FFA/FFA Alumni Farm Toy and Craft Show. The Forreston FFA/FFA Alumni Farm Toy and Craft Show will feature an array of farm-related and crafting vendors selling a variety of handmade arts and crafts and/or manufactured items. Showgoers and participants can also enjoy delicious food including Eickman's meats and homemade desserts at our food stand. All proceeds from the event will support Forreston FFA programs and student scholarships.

Show Hours: Saturday, March 8, 2025 9:00 a.m. – 2:00 p.m.

Early Bird Shoppers: Many showgoers like to come early. We recommend vendors are open and ready for business by 8:45 a.m. on Saturday morning.

Location: Forreston Junior/Senior High School • 601 East Main Street • Forreston, Illinois 61030

When filling out your vendor contract, **please print neatly or type your information**. If we cannot read your handwriting, your information may get entered incorrectly. This will impact the way your business name, vendor name, and product information are displayed in our promotional materials and website. Please make sure that all **yellow highlighted spaces** on the vendor contract are filled in. All paperwork must be postmarked by the **February 1, 2025** due date.



We need for you **provide your best email address on the vendor contract**. Please share with us the email address that you check regularly. Important vendor correspondence will be sent via email, and we definitely want all 2025 Farm Toy and Craft Show information to reach you. Please visit www.forrestonffaalumni.org to learn more about the event. If you need further assistance, please call or text Terri at 815-275-6907. You can also email at: forrestonffaalumni@gmail.com.

Sincerely,

Terri Nelson

Terri Nelson
FFA Toy/Craft Show Vendor Coordinator
Forreston FFA Alumni
www.forrestonffaalumni.org

Enclosed Documents in this Email:
2025 Show Contract
2025 Vendor Event Information

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The purpose of this page is to help the documents to print out correctly when the Double-sided printing choice is selected for your printer.

FORRESTON FFA ALUMNI FARM TOY AND CRAFT SHOW VENDOR CONTRACT

MARCH 8, 2025

Application deadline is: **February 1, 2025**

REQUIRED SPACES THAT NEED TO BE FILLED OUT (please PRINT neatly or type)

BUSINESS NAME: _____

NAME: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP CODE: _____

PHONE: _____ EMAIL: _____

YOUR EMERGENCY CONTACT and THEIR PHONE NUMBER: _____

WEBSITE: _____ www.facebook.com/ _____

www.instagram.com/ _____ Other Online presence: _____

→ *Let Us Help You Advertise Your Business!* Do you have a logo for your business or photos of what you sell? We will put them on our website. Please email good quality .jpg or .png files to: **forrestonffaalumni@gmail.com**

LIST THE PRODUCTS YOU WILL OFFER FOR SALE AT THE FARM TOY AND CRAFT SHOW. Please give details of your items.

☐ **SPECIAL REQUEST:** (Your request will be honored if at all possible, *but it is not guaranteed.*)

☐ I require a **handicapped accessible** space. Please describe how we can help you below.

	My Display Items Belong in the... (check one)
<input type="checkbox"/>	Farm Toy Category
<input type="checkbox"/>	Crafting Category
<input type="checkbox"/>	I am unsure which category my items would belong in.

VENDOR RESPONSIBILITY: Vendors are fully responsible for any loss or damage to his or her property by theft, fire, or casualty and agree to hold harmless the Forreston FFA Alumni, Forreston FFA, and Forrestville Valley School District 221, and its representatives for any losses. Each vendor is also responsible for the conduct of his or her representatives and must not detract from the image or welfare of the show.

MAIL YOUR 2-PAGE CONTRACT: Mail your **completed 2-page vendor contract** and **payment** (check, cashier's check, or cash) to the address listed below. Vendor contracts must be postmarked by: **FEBRUARY 1, 2025.**

By signing this contract, I certify that I have read *all* of the two-page 2025 VENDOR EVENT INFORMATION document. Also, I will adhere to all policies and agree to all terms stated in all show documents and contracts.

Send your signed and **completed** contract and check to:

**FFA Alumni Toy/Craft Show Vendors
Box 14
Forreston, IL 61030**

Have Questions? Contact...

Terri Nelson • forrestonffaalumni@gmail.com • 815-275-6907

Signature: _____ Date: _____

VENDOR BOOTH CHOICES

You will need to choose **one AREA** OR **one LINEAR** Booth Space.

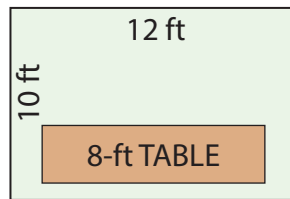
AREA BOOTH SPACE CHOICES

Place an "X" in the green box to choose an area booth space.



☐ \$20.00

- 120 sq ft space
- No Table



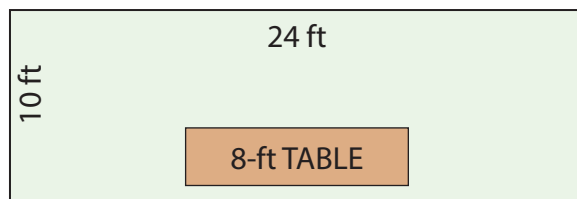
☐ \$32.50

- 120 sq ft space
- 1 8-ft Table



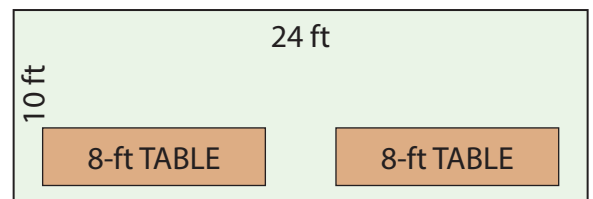
☐ \$40.00

- 240 sq ft space
- No Table



☐ \$52.50

- 240 sq ft space
- 1 8-ft Table



☐ \$65.00

- 240 sq ft space
- 2 8-ft Tables

LINEAR BOOTH SPACE – Suggested (but not required) for Toy Show Vendors

PRICING: The cost is \$25 for the first 8-foot table, then \$12.50 for each additional 8-foot table that you would need for your display items. Write the number of additional \$12.50 tables you would need in the brown blank space below. Remember you will be placed back to back with another vendor.

Examples to help you determine the cost of your tables.

\$25.00 8-ft TABLE	\$12.50 8-ft TABLE
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← This vendor requested two 8-foot tables.
The cost would be \$37.50.

\$25.00 8-ft TABLE	\$12.50 8-ft TABLE	\$12.50 8-ft TABLE	\$12.50 8-ft TABLE	\$12.50 8-ft TABLE
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← This vendor requested five 8-foot tables. The cost would be \$75.00

I would like **one** – **\$25.00 table** and _____ **additional table(s) at \$12.50 each.**

1. My vendor booth payment will be: \$ _____



2. Do you need electricity? _____ yes _____ no

3. Please make out your check to the: **Forreston FFA Alumni**

FORRESTON FFA/FFA ALUMNI FARM TOY AND CRAFT SHOW

2025 VENDOR EVENT INFORMATION

SHOW INFORMATION: The Forreston FFA/FFA Alumni Farm Toy and Craft Show is held at:

Forreston Junior/Senior High School
601 East Main Street
Forreston, Illinois
Saturday, March 8, 2025 from 9:00 a.m. to 2:00 p.m.



WHAT ABOUT BOOTH FEES AND SHARING BOOTH SPACE?

- Vendor booth fees range in prices from \$20.00 and up. Vendors have two choices of booth spaces: Area or Linear. Please refer to page 2 of the Vendor Contract for more specific information. Your Vendor Contract and booth fees envelope must be postmarked by **Saturday, February 1, 2025**.

- You will receive an email or text when we have received your booth payment. If you have not received an email or text within 2 weeks of sending in your contract, please contact Terri Nelson at 815-275-6907.

- Two separate Vendors selling two different products MAY NOT SHARE A SPACE.** Unfortunately this happened at the 2024 show in more than one location. The fees gained by this show allow our FFA Alumni to support our students and Mrs. Parks, our Ag instructor and FFA Advisor, in purchasing items for the classroom, supporting new curriculum, supporting CDE's, financing trips to the National and State FFA Conventions, awarding college and trade school scholarships, and providing for special events. We need all of our vendors to pay for their own space in which to sell their products so we can do our job and support our FFA members. Vendors not following this request may not be accepted to future FFA Alumni Farm Toy and Craft Show Events.

If there is someone that you need to be next to? Then be sure to tell us in your contract in the space marked "Special Request" on page 1.

- There will be no refund of booth fees once submitted. Your canceled check will be your receipt. **Your contract and payment must be received by the Forreston FFA Alumni in order for you to participate in the Forreston FFA/FFA Alumni Farm Toy and Craft Show—no exceptions.** For additional information, you can also check our website Events page prior to the March 8, 2025 show date at: www.forrestonffaalumni.org.

- Checks for booth fees will be cashed as they are received. We will not hold checks/money orders due to lack of funds on the part of an exhibitor.

- Late applications** (postmarked after February 1, 2025) may be accepted if space is still available, however, tables may not be available for rental after this date. Prices of booth spaces and tables (if available) will be **50% higher** for late requests. Contact Terri Nelson at 815-275-6907 if you have questions regarding availability of space.

DO I RECEIVE ALL PROCEEDS FROM MY SALES? Vendors will receive all proceeds from the sales at their booth.

HOW AND WHEN DO I GET MY VENDOR PACKET? One vendor packet will be placed in your booth/selling area for you to pick up on Saturday morning. Please do not take another vendor's packet that isn't on your assigned selling area.

WHEN CAN I SET UP? Vendors may set up their booths from **6:00 p.m. to 8:00 p.m. on Friday, March 7, 2025. Please do not come before 6:00 p.m. the outside doors will not be opened until then.** Vendors may also work on booth set up from **6:00 a.m. to 8:45 a.m. on Saturday, March 8, 2025.** All booths should be set up by 8:45 a.m.

WHAT CAN I EXHIBIT AND SELL? Items sold in your booth space can be farm toys, construction, dolls, collectibles, display literature, originally designed crafts, or manufactured items. No current political items may be sold or given away.

WHAT IF I'M SELLING FOOD ITEMS? Food items must be prepackaged and not interfere with the concessions that the FFA will be providing at the event. **All entrants selling any precooked food items must obtain a Food Handling Permit from the Ogle County Department of Health prior to March 8, 2025 and display it in their booth.**

WHAT ABOUT SILENT AUCTION ITEMS? We request that each entrant supply an item (\$10-\$20 item—no gift certificates please) to place in the silent auction. This is publicity for you and is an extra fund raiser for the FFA Alumni. Please include a business card with your item, if possible.

WILL THERE BE LUNCH? Lunch will be available at the show. The day of the show you will be given a vendor packet of information that will include a menu and order form. **Please complete the form as soon as possible, if you wish to order lunch.** An FFA member will pick up your order and deliver lunch to you so you will not have to leave your booth.

WHERE CAN I UNLOAD AND LOAD? Vendors may use the north entrance Door #1 and east entrance Door #4 of the building to unload and load their items. FFA members will be available to help vendors before and after the show. Vendors should park on the SOUTH side of the school on Saturday. We would like the north, west, and east lots to be for people coming to the show.

Please go to our website to view the 2025 Forreston Jr/Sr High School site map or use the camera in your smart phone and scan the qr code to the right. Your vendor area location, once the maps are created, will be posted on our website. An email will be sent out to vendors when the maps are live. **Both gyms** will contain farm toy displays and crafting displays.

Please Note: Location assignments are at the discretion of the FFA Alumni show committee.



IF I RUN OUT OF PRODUCTS AND ITEMS TO SELL, MAY I BREAK MY BOOTH DOWN EARLY AND LEAVE?

No. Vendors may not breakdown and/or leave before the official closing time of the event, which is 2:00 p.m. Vendors breaking down early may not be accepted to future FFA Alumni Farm Toy and Craft Show Events.

WILL I BE ABLE TO FIND OUT SHOW INFORMATION BEFORE MARCH 7th and 8th? Yes, like last year, Terri Nelson (vendor chairman) will send out vendor show information periodically after February 1st and then every day of the week before the show. Be in the know! **CHECK YOUR EMAIL** so there are no surprises when your get to Forreston to set up. A link to the vendor map will be sent out as soon as it's ready.

CAN I BRING MY PET(S)? Please leave your dogs and pets at home for this show. Only individually-trained Service Dogs that are taught to work or perform tasks will be allowed at this event. Emotional support animals are not recognized as service dogs by the Americans with Disabilities Act (ADA). We appreciate your cooperation.

THERE'S SOMETHING NEW? A Vendor Information Table This year we will have an Vendor Information Table set up for our visitors to look through by our main entrance as they enter the school. This is specifically for our show vendors to advertise your products or to advertise future shows that you will be attending. Posters, flyers, handouts, leaflets, circulars, bulletins, pamphlets, brochures, advertisements, announcements — anything you want to bring is welcome!

HOW CAN I FIND OUT MORE INFORMATION IF I HAVE MORE QUESTIONS?

Please email us at: forrestonffaalumni@gmail.com

Check our Events page on our website at: www.forrestonffaalumni.org

Be sure to check your email periodically and then every day during the week of the show.

Call or email Terri Nelson at: forrestonffaalumni@gmail.com – 815-275-6907