

**WOMAN'S CLUB OF EVANSTON  
2009 CORNUCOPIA GIFT FAIR  
ARTISAN APPLICATION**

**Friday, November 20<sup>th</sup> - Preview Party 4-8pm; Saturday, November 21<sup>st</sup> 10a-5pm;  
& Sunday, November 22<sup>nd</sup> 12 Noon - 4pm**  
*(Note New Cornucopia Hours)*

*at*

**Woman's Club of Evanston, 1702 Chicago Avenue, Evanston, Illinois 60201**

**APPLICATION FEE: \$25.00**  
**(REQUIRED AT TIME OF APPLICATION)**

***ARTISAN PROFILE***

Business Name: \_\_\_\_\_

Proprietor(s): \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Mobile Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

List **ALL** items to be sold\*: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*\*NOTE: Only these items may be sold in your booth unless you receive approval in advance from The Woman's Club of Evanston.*

**Non-returnable photos including three or four pictures of your items and at least one booth display **MUST** accompany this application. (Emailed .jpegs are acceptable).**

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ARTISAN APPLICATION**

Submit this application with \$25 fee and photos to: *The Woman's Club of Evanston*  
1702 Chicago Avenue  
Please make check payable to: *Evanston, Illinois 60201*  
*The Foundation of The Woman's Club of Evanston* Attn: Cornucopia

You will be notified of your status within approximately 30 days of receipt of your application. If you have any questions, contact Susan Hammer at [shammer@marykay.com](mailto:shammer@marykay.com)

**BOOTH**

*You may purchase and combine as many spaces as you need for your booth.*

**Vendor Booth (9FT X 6FT)** \$350.00 per one booth space

**Covering/Skirting per table** \$25.00 each

All tables **MUST** be skirted. The WCE will provide table covering and skirting at a cost of \$25 per table. Otherwise, you are required to have your own skirting.

**Listing on [www.wcofe.org/cornucopia](http://www.wcofe.org/cornucopia)**

**& [www.ArtFairCalendar.com](http://www.ArtFairCalendar.com) Websites** \$25.00

*(Photos are displayed on the WCE website from posting till the following year).*

**NOTES:** (1) *A minimum of one booth space purchase is required.*

(2) *Conditions at the Clubhouse may necessitate reconfiguration of some spaces. The total square footage required by you and all other vendors will dictate the new configuration. You will be notified if this occurs.*

(3) *Lighting in the Clubhouse is variable by location and time of day. If your booth requires bright lighting, you may request electricity and provide YOUR OWN additional lighting.*

(4) *We try to accommodate all booth location requests, but there may some instances where a returning artisan may not be in the same location as a previous year.*



## Frequently Asked Questions

- 1) Cornucopia raises money for the Woman's Club of Evanston General Fund which benefits Evanston and surrounding communities' non-profit agencies in need.
- 2) All merchandise in Cornucopia is either hand made or hand designed by the artisan participating in the show. The artisan/vendor must have had a hand in creating any item displayed or sold at Cornucopia.
- 3) Cornucopia raises money from the booth and website fees collected from the artisan/vendors. Otherwise, no percentage of sales is taken. All vendors are asked to donate a gift to our raffle prior to the show. The raffle donations are coordinated in a five or six theme packages and the WCE sells raffle tickets to Cornucopia attendees.
- 4) The hours this year have been modified to the following:

Friday, November 20, 2009      Preview Party    4:00 - 8:00pm

Saturday, November 21, 2009                      10:00am - 5:00pm

Sunday, November 22, 2009                      12 Noon - 4:00 pm

Artisan/vendors will set up Friday morning and be ready to open by 4:00pm Friday afternoon. Specific set-up times will be scheduled in early November.

WCE volunteers will assist artisan/vendors in unloading and loading of wares on Friday morning and again on Sunday afternoon. There are approximately 120 volunteers helping throughout the three day event.

- 5) The WCE will provide daytime and overnight security, so that artisan/vendors may leave their wares set up at the club. Hours of operation are strictly abided by.
- 6) The purchase of at least one booth space is required. Additional spaces are available also. Booth space may be shared by artisan/vendors with similar wares which follow the Cornucopia guidelines. Approval for booth sharing will be given by the Cornucopia co-chairs.
- 7) All artisan/vendors are asked to apply each year and submit an application which can be obtained from the Cornucopia website. [www.wcofe.org](http://www.wcofe.org) If a vendor is asked to return from a previous year, they will not be asked to jury. If an artisan/vendor is not asked to participate this year, this does not mean they will not be asked to join the show in a future year.
- 8) Once artisan/vendors are asked to participate in the show, a contract will be forwarded and booth space fees and a signed contract will be required to reserve their booth spot. NO spaces will be guaranteed without payment.
- 9) Participating artisan/vendors will be provided with marketing materials (post cards & email press release) to use to send to clients and guests. A welcome packet with Cornucopia specific materials will be sent in the Fall prior to the show.