



**CRAFT & VENDOR  
MARKET  
PARTICIPANT  
GUIDE  
2 0 2 4**

# WELCOME

We are excited to have you on board and are delighted you've chosen our event to showcase your business this summer.

We have created this electronic guide to help answer any questions you may have leading up to the event.

On the following pages, you will find directions and information related to set up & tear down procedures, parking, raffle procedures, sales tax requirements, etc.

If you have a question or concern not addressed in this guide, please feel free to reach out to us at [vendors@sugargrovecornboil.org](mailto:vendors@sugargrovecornboil.org).

If you haven't done so already, please like our [Facebook page](#) and share our posts to help advertise the Market. If you advertise your upcoming appearances, please link to our page or [website](#).

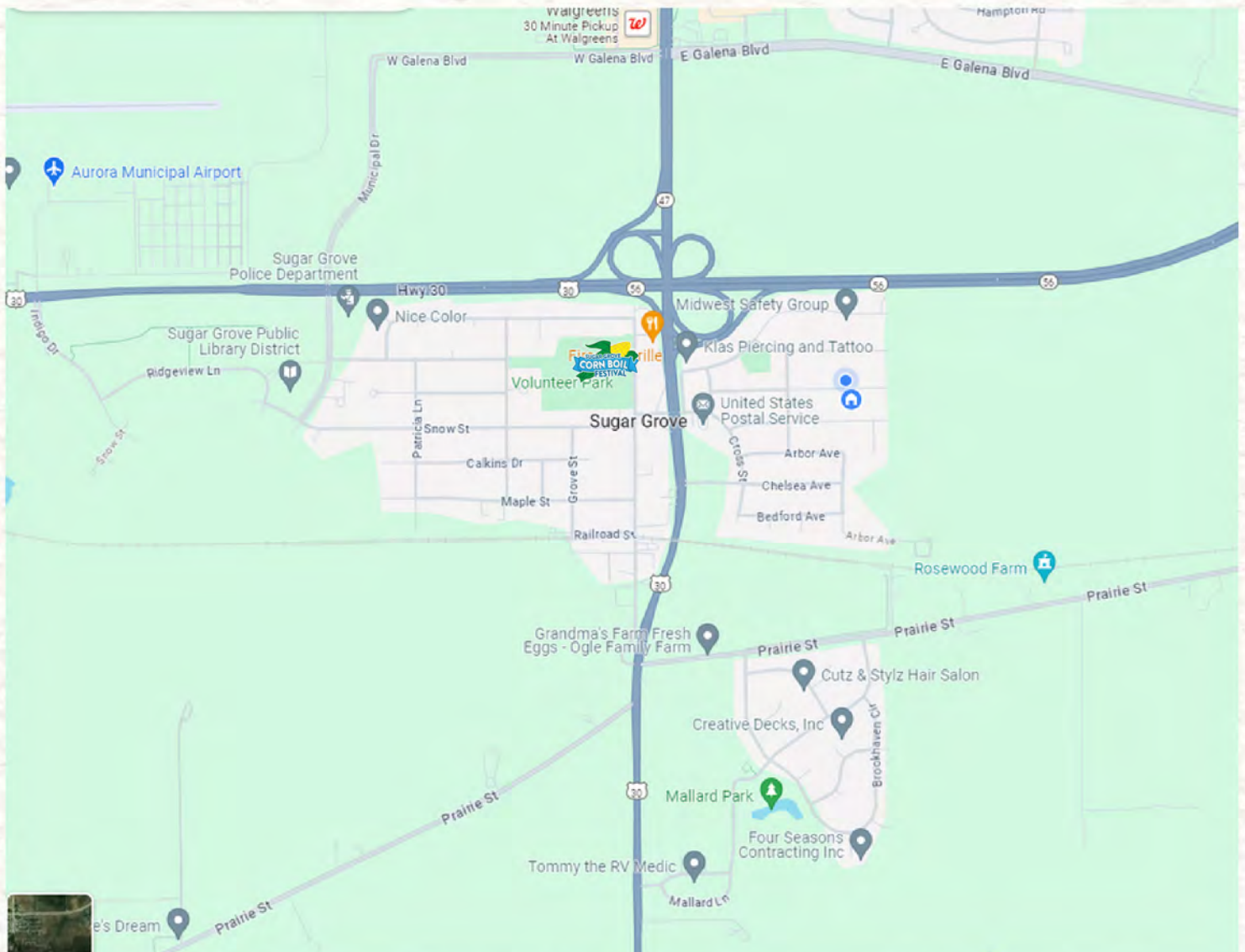
Thanks for being a part of the 2024 Sugar Grove Corn Boil Festival! We hope your business or organization is successful at the festival and has a lot of fun with us!

# Directions

The Annual Sugar Grove Corn Boil Craft and Vendor Market will take place inside and directly outside of Kaneland John Shields Elementary School in Sugar Grove, IL. It is located just west of Rt. 47, near Cross St. (South of Galena Blvd. and north of Route 30) If using GPS, please use following address:

[85 S. Main St.](#)

[Sugar Grove, IL 60554](#)



# HOURS

## Market Hours

Saturday, July 27th - 11:00am - 7:00pm

Sunday, July 28th - 11:00am - 6:00pm

*As stated in the registration, vendors have committed to being open all hours that the Market is open.*

## Set-Up

The facilities will be open for check-in / set up **ONLY** during the following hours:

### Indoor Locations

Friday, July 26th - 5:00pm - 8:00pm

Saturday, July 27th - 8:00am - 10:30am

Sunday, July 28th - 10:00am - 10:30am

### Outdoor Locations

Friday, July 26th - 3:00pm - 4:30pm

Saturday, July 27th - 8:00am - 10:30am

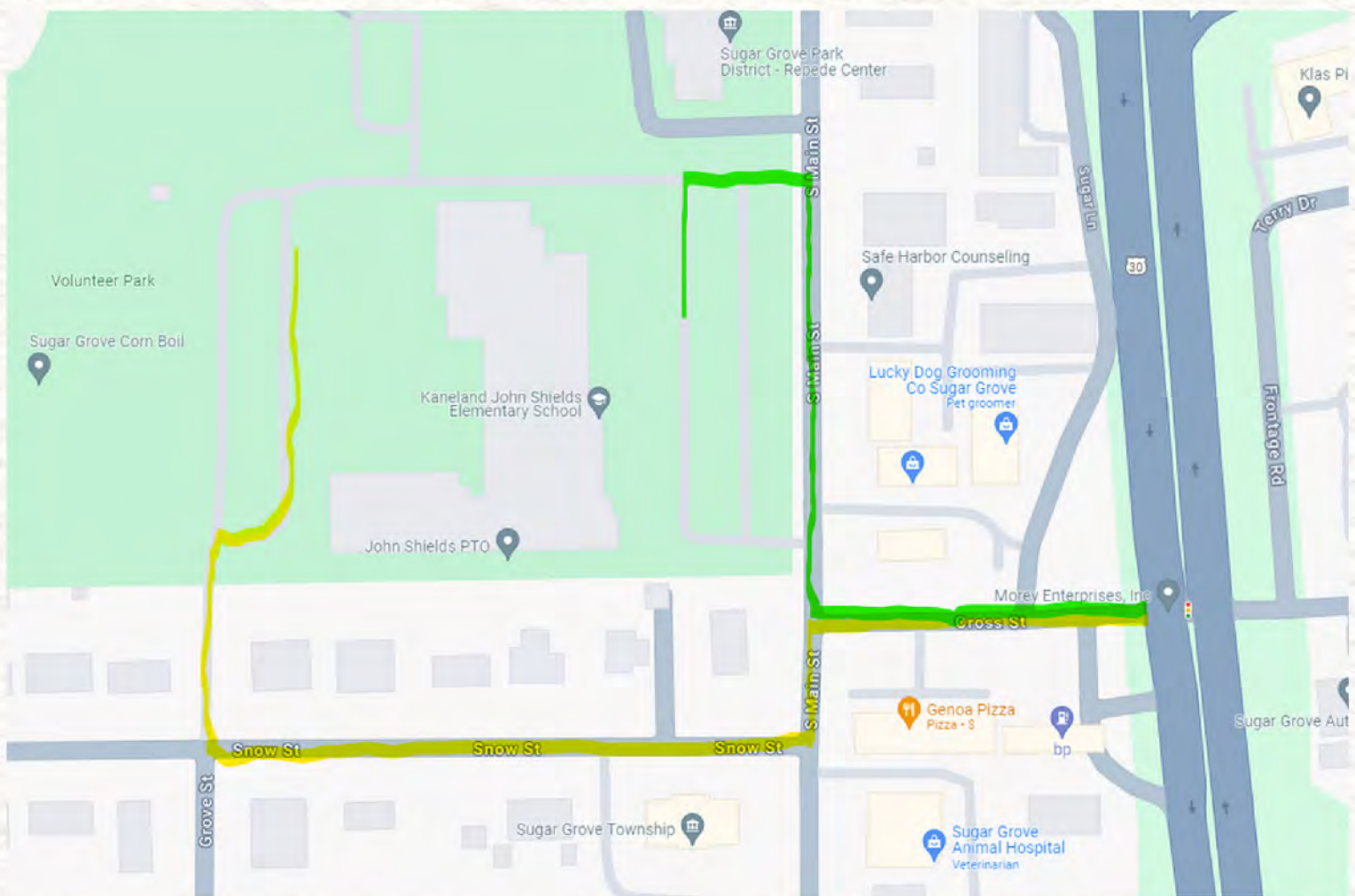
***(no vehicles will be allowed near the outdoor location during any other times. Outdoor setup will also be allowed during the indoor setup times but must access is available from the indoor location only).***

# Check In

## Where to check in when you arrive -

**Indoor Locations** - Please follow the green route on the map below. A volunteer will direct you where to park your vehicle. Enter the front of the building on the north side (Door 12). A volunteer will be waiting to check you in, show you to your space and provide other information.

**Outdoor Locations** - Please follow the yellow route on the map below. A volunteer will check you in outside as you arrive, and direct you to your space. **If checking in outside of the outdoor location set-up hours outlined above, you must enter through the indoor location. No vehicles will be allowed near the outdoor location outside of listed times.**



# Parking

## Procedure -

**All Locations** - Please unload your equipment, display and merchandise as quickly as possible. You may only park in the unloading area / parking lot to load and unload. Please try to complete your loading / unloading in 15 minutes or less. The space to load / unload is very minimal.

We are expecting to have volunteers available to help you move your items quickly but that is not confirmed and wont be available during all load / unload times.

Once you have finished loading /unloading, **before setting up your space**, please relocate your vehicle to one of the auxillary parking areas at Sugar Grove Library (125 Municipal Dr.) or the Sugar Grove Municipal Center (10 Municipal Dr.) and take a shuttle back to the Market. There will be shuttles running constantly between the two areas during load / unload times.

# Passport Raffle

## Concept

A passport raffle is a type of raffle where patrons collect stamps as they visit designated places. We have implemented this at the Market this year to give vendors an organized opportunity to connect with more potential customers.

## How to Play

The patron will need to collect 6 stamps to create one raffle entry. Vendors will all have a stamp to provide. Patrons are welcome and encouraged to enter the raffle as many times as they would like to but must present a raffle card with 6 unique stamps. There is no purchase necessary. Please do not stamp a single card more than once. You're welcome to stamp a card for a single patron more than once, but we ask that you do not do it at the same time (i.e. stamping one mark on each card handed to you in a stack). The raffle is designed to help vendors increase their potential sales / contacts at the event.

**VENDORS CAN WIN A FREE SPACE  
IN NEXT YEAR'S MARKET**

When you check-in, you will be given your stamp. Each stamp is unique. No 2 vendors will have the same stamp. After the market, we will count and tally all of the stamps turned in to the raffle. The vendor who engaged the most with festival goers (gave out the most stamps) will be awarded a space in next year's Corn Boil Market absolutely free!! The winner will be notified via email and named in public communications.

## Prizes

The prizes up for raffle are the raffle prize donations you agreed to provide at registration. The drawing will be held in the Market Raffle area on Sunday, 7/28 at 3pm.

## Submitting Your Raffle Prize Donation

If you haven't done so yet, please confirm if you are still donating the item recorded at registration or if you have decided on something else. We will be making signs for each prize so if you would like me to include your business's logo or a picture of your prize, please email it to [vendors@sugargrovecornboil.org](mailto:vendors@sugargrovecornboil.org) no later than July 24th.

Please have your raffle prize donation available when you check in at arrival. We will place your donation in the raffle area at that time.

# Sales Tax

If you sell items at flea markets, fairs, festivals, or craft shows, you are a retailer and you must collect and pay Illinois sales taxes. Whether this is a full-time business or a hobby, you are subject to the Illinois Retailers' Occupation Tax.

This event is registered with the IDOR: Special Events Unit. We will provide you with a IDOR-6-SETR form at check - in. Even if you are registered with the IDOR already, you may be subject to remit this sales tax differently than you typically do.

Resources to understand the Illinois special event sales tax laws are available [here](#) & [here](#).



## **Rate Calculation**

Local Government: Sugar Grove

County: Kane

Location Code: 045 0024 5

Rate as of: 7/25/2024

Rate Category: Sales Taxes (retailers' and service occupation taxes)

Rate Type: General Merchandise

**Rate Total: 8.000%**

Verify the current tax rate [here](#).

Questions related to sales tax should be directed to:

SPECIAL EVENTS UNIT

ILLINOIS DEPARTMENT OF REVENUE

PO BOX 19035

SPRINGFIELD IL 62794-9035

(847) 294-4475



SEE YOU SOON

