

WCRA HAMFEST VENDOR INFORMATION



October 19th, 2022

To: Those interested in the 2023 WCRA Hamfest and Electronics Flea Market

From: WCRA Hamfest Committee

Re: Table Reservations

***** We are back and in person for the WCRA 56TH Hamfest and Electronics Flea Market *****

Thank you for your interest in the WCRA Hamfest. **The 2022 Hamfest will be held on Sunday, January 15th, 2023, at the Kane County Fairgrounds, 525 S. Randall Road, St. Charles, IL 60174.** This is the same location as last year. The Hamfest is held in the Fairgrounds Prairie Expo center. This facility is indoors and heated.

This year we have decided to have a flat table rate of \$25 per table. A limited number of electric power drops will be available (15A MAX), for a flat fee of \$15.00 in addition to the cost of the tables. We will provide one chair per vendor. If additional chairs are requested, they will be available for \$2.00 each if ordered in advance. Additional chairs may not be available on the morning of the event.

Please note, your reservation will not be final until your check clears the bank. All returned checks for NSF will incur an additional \$25 charge on top of the cost for your tables.

Move in is permitted 5 p.m. to 9 p.m. Saturday night, and 5:00 a.m. thru 7:30 a.m. Sunday morning. The facility will be locked down from 9 p.m. Saturday night thru 5:00 a.m. Sunday. If you require access to move in after 8 p.m. on Saturday, please contact us. The doors open to the public at 8 a.m. Sunday.

Table assignments will be made on a best-utilized basis with preference being given to repeat vendors. Please advise us, as soon as possible, if you are requesting the same table assignment as in prior years. In order to assure that requests for space are honored, they must be received no later than December 31st, 2021, with the appropriate fee for tables and tickets. As always, we are not able to accommodate everyone's special requests, but we will attempt to work with you to address your needs. Please note any special requests on the registration form and submit it as soon as possible so that we have adequate time to address your issues. If you wish to be located adjacent to another vendor, we recommend submitting the requests at the same time noting your desire. Separate forms and checks can be used for this purpose. We will notify you by email once your table request has been received. Final table assignment and information regarding move-in and set-up will be sent to you via email after January 7th, 2023. Please do not call prior to that date.

As in the past, a limited number of handcarts will be available to assist with move-in and move-out. We do, however, recommend that you bring your own carts if possible to expedite the process.

***You will not be permitted to drive into the buildings during
Move In or Move Out.***

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Only holders of early entry tickets purchased with your table reservations will be allowed entry to the facility prior to 8 a.m. on Sunday. Early entry tickets are a different color than the door tickets. No early entry tickets will be available for sale the morning of the Hamfest. We reserve the right to limit the number of tickets purchased with each table. Everyone age 12 and older must have an admission ticket.

In order to provide a safe environment for the attendees, Vendor move out will not begin until the show has closed to the public at 1 p.m. Prior to that time, vendors may use the public exits, but the use of carts will be prohibited until 1:00 p.m. Sunday.

Please remember that this is a family event, and we therefore prohibit the display of, advertisement of, or sale of pornographic / adult goods at our Hamfest. We reserve the right to, at the discretion of the Hamfest committee, immediately terminate contract, without refund of table fees or entrance fees, with any persons or vendor(s) failing to comply with this requirement, with or without cause. Failure to comply may also result in vendors and / or individuals being barred from attending future WCRA events.

Registration can be made online at www.w9ccu.org/Hamfest.html or with the enclosed reservation form. Please mail your registration form to Kelsey Schroeder, On490 Evans Ave, Wheaton, IL 60187 as soon as possible. All tickets will be picked up in person upon arrival to set-up. Table reservations won't be made until the payment has been received.

We look forward to seeing you on January 15th.

Thanks and 73,
The 2023 Hamfest Committee

Additional Information:

Per the City of St Charles, we are responsible for notifying you that:
The City of St. Charles imposes an 8% Municipal Sales Tax. Vendors are responsible for properly collecting and remitting sales tax on all retail sales that take place during the event in accordance with State Statues
Sales tax collections and forms are to be submitted to the State and not the City. For further information on how and where tax payments are to be submitted, please contact the Illinois Department of Revenue Registration Office at 1-800-732-8866