

Oakbrook Terrace Park District

Jingle & Mingle Holiday Craft and Vendor Fair

Get into the holiday spirit at the Oakbrook Terrace Park District's first-ever Jingle & Mingle Holiday Craft and Vendor Fair! Join us for this festive celebration of community, creativity, and holiday cheer! Held at the Heritage Center, this family-friendly event will feature a variety of local vendors, handmade crafts, unique holiday gifts, and seasonal treats. Support local makers, enjoy holiday music, and experience the magic of the season!

EVENT DATE, TIME & LOCATION

Saturday, November 8, 2025

9:00am-1:00pm

Heritage Center

VENDOR APPLICATIONS

Vendor applications will be accepted on a first come, first serve basis. Registration is not complete until full payment is received. Applications will be available beginning Monday, June 16, 2025. The deadline to return applications is Monday, September 8, 2025 (with full payment). We will send out acceptance emails with booth assignments by Wednesday, October 8, 2025.

PLEASE NOTE: We have been made aware of scammers reaching out to vendors requesting payments and other information. Please note that all legitimate communication from the Oakbrook Terrace Park District will come from an official @obtpd.org email address.

BOOTH DETAILS

The fee for this event is \$40.00, which includes one table and two chairs. Access to a power outlet can be purchased for an additional \$5.00. Vendors may keep all proceeds sold at the event. Any applicable taxes are the sole responsibility of the vendor. Vendors are responsible for having plenty of change on hand for their merchandise sales as the Oakbrook Terrace Park District will not be able to make change for any sales. Distribution of advertising materials outside of your assigned booth space is not permitted.

Please note: The event takes place throughout the Heritage Center with set up prior to vendor arrival. Each space will be unique; they will not all be exactly the same. We will do our best to provide everyone with approximately the same space. If you have any specific requests, please let us know and we will try to accommodate you.

BOOTH PAYMENTS

After submitting your application online, please allow for **five to seven** business days for a response. We will then contact you with the status of your application and will request payment if your application is selected. A credit card is required to be on file in case of any damage.

ELECTRICAL REQUIREMENTS

Electric outlets are limited. We will fill these spots in order of accepted applications. Any electrical requirements must be submitted on the vendor application. The optional electricity fee is \$5.00 per booth. Please provide your own power strip.

SET-UP DATE & TIME

The set-up date is Saturday, November 8 from 7:30-9:00am. All vendors must be prepared to sell at opening time (9:00am). Please note, the event will be set up on two floors and only one small elevator is available. If you require additional setup time, please contact us to coordinate arrangements.

ATTENDANCE AND PUBLICITY

We will advertise this event throughout our facilities, on our website, on social media, and via local papers. Once accepted, vendors are asked to provide photos of artwork, a brief bio and description of work, which will be placed on our social media pages, with links to artist websites or social media. We will also provide you with graphics to help promote the event to your contact list.

CANCELLATIONS

Refunds will only be issued prior to the deadline date of Friday, September 19, 2025, and only when the exhibitor's fee and application have been confirmed as received.

- Cancellations made prior to September 19, 2025, will receive a full refund.
- Cancellations made after September 19, 2025, are non-refundable.

PRODUCT SALES

The Oakbrook Terrace Park District reserves the right to prohibit any display that is offensive or inappropriate.

INSURANCE

The Oakbrook Terrace Park District does not provide insurance. Any needed insurance must be provided and paid for by the vendor.

EVENT TEARDOWN

Teardown must be completed by 2:00pm on Saturday, November 8, 2025. Exhibitors will leave premises in clean condition, removing all garbage/waste of any kind prior to leaving. Any damage to structure, property, or premises shall be paid for in full by the exhibitor. No items may be left at the Heritage Center.

For more information or questions about this event, please email Mary Swade at mary@obtpd.org.