



Macomb Altrusa
PO Box 19
Macomb, IL 61455
MacombAltrusa@gmail.com

Dear Friend:

Attached is an application for the 60th Altrusa Holiday Bazaar, November 8, 2025. This Bazaar has been an annual event in Macomb since 1965. It is held at the Macomb High School (MHS) and has approximately 150 display booths.

There are a variety of booths available for rent to display handcrafted items and commercial home business products. We will only take one application for each type of commercial home business product. i.e. one Avon vendor. Our goal is to provide a diverse shopping experience, both for vendors and buyers.

Altrusa is a service club. Proceeds from the Bazaar are used to fund literacy programs, scholarships for secondary education, and many other community projects. Questions can be emailed to MacombAltrusa@gmail.com. Send the completed application and your check for the number of spaces you are requesting to:

Altrusa of Macomb
P.O. Box 19
Macomb, Illinois 61455

Upon receipt, confirmation of your space(s) and information will be sent to you. The deadline for reserving the same space as last year is September 26, 2025. A confirmation email will be sent to each vendor. New booths will be reserved in order as received. On the day of the Bazaar, before setting up, you are asked to check in at the MHS Commons area.

Food trucks and/or FFA will sell concessions outside the MHS Commons area. The Altrusa Club will sell water and various desserts. If you would like an Altrusa sack lunch delivered to you, we have included a lunch order form for you to return with your application.

We hope you decide to display at this year's Bazaar. Feel free to copy this application and letter and pass them on to other vendors who may also be interested.

Sincerely,

Altrusa International of Macomb

ALTRUSA INTERNATIONAL CLUB OF MACOMB

Annual Bazaar Policies and Rules

PLEASE READ POLICIES AND RULES CAREFULLY AS SOME HAVE CHANGED SINCE LAST YEAR:

1. Exhibitors need to bring their own tables, chairs, or movable carts. Display spaces are ten feet wide by five feet deep.
2. Exhibitors, please unload at the door nearest to your booth location. An Altrusa member will be at each door with a map and a directory to guide you. There will be volunteers to help carry merchandise from 6:30 to 8:30 a.m.
3. Please be courteous of other exhibitors and unload your vehicle as quickly as possible then relocate it to the back of the parking lot for the day.
4. Exhibitors are responsible for setting up and tearing down their own booths. When you leave, please remove all trash and floor tape markers.
5. Exhibitors are required to keep their booths open until 3:00 p.m. Closing early is not fair to customers and exhibitors still selling. We clear the building around 4:30 p.m.
6. The Macomb Altrusa Club provides a sack lunch, which can be purchased only when submitting your application.
7. The High School rules state, "All food and drink must stay in the Commons" except for Altrusa Lunch Meals.
8. Vendors may sell fudge, nuts, and truffles and give small samples but may not sample liquids. The sale of pies, cookies, and brownies is prohibited.
9. Exhibitors, please keep all merchandise within your assigned space to leave the aisles for customers.
10. No smoking or lit candles of any kind are allowed. Do not block fire doors or bathroom entries.
11. If an Exhibitor cannot come on the day of the Bazaar, call the chairperson as soon as possible. Booth payments will not be refunded.
12. We do not allow bids or chances to be taken on merchandise. The price of each item must be marked.
13. No merchandise shall exude inappropriate or foul language, as this is a community event where all ages are welcome.
14. There are no refunds on booth payments or lunches.

VENDOR LUNCH DELIVERED TO YOU!

ORDER NOW AND PAY NOW

LUNCH WILL BE DELIVERED TO YOUR VENDOR SPACE

Please indicate which lunch you want/ how many lunches you want/ total of order

Submit check to: Altrusa International of Macomb

please return with your vendor application

Vendor Name:	Number of Meals	Cost
LUNCH #1 \$8.00 Chicken salad sandwich, chips, cookie, bottled water		
LUNCH #2 \$8.00 Turkey and American cheese sandwich, chips, cookie, bottled water		
TOTAL		

ALTRUSA HOLIDAY BAZAAR
EXHIBITOR'S APPLICATION

Saturday, November 8, 2025, 9:00 A.M.-3:00 P.M.

Macomb High School 1525 South Johnson Road

Applications Accepted between August 1- October 31, 2025

Name: _____

Address: _____

Phone: _____

Email: _____

Please Mark One of the following:

_____ Handcrafted Items- \$50 per space Total Number of Spaces: _____

_____ Commercial Booth Products- \$60 per space

To encourage variety, we limit one booth per type of commercial product, i.e. one Mary Kay Booth

List Items for Sale

- Set-up time 6:30 a.m. to 8:45 a.m. All spaces 5' deep x 10' long. Send application, nonrefundable donation for each table space.
- How would you like to receive your confirmation?
_____ Email
_____ Mail, Send us a self-addressed stamped envelope.
- Deadline for Reserving the Same Space(s) as last year-September 26, 2025.
- Confirmations will be mailed or emailed to returning vendors ASAP and new vendors starting September 26, 2025.
- No Foods may be sold except homemade candy or truffles (No snacks, mixes, jellies, cupcakes, pies, or cookies).
- The vendor must provide tables and chairs.
- Make Check Payable to Altrusa International of Macomb PO Box 19 Macomb, IL 61455