

Holly Dayzical Arts & Crafts Fair
Elmwood Elementary School
5900 S Sunnyslope Rd. New Berlin WI 53146
 Saturday, November 17, 2012 9:00 am –4:00 pm
 Contact: Cheri Handel 262-784-8422

Internal Use Only	Seasonal	Antq	HmBz	_____						
Cat:	Sw	Gl	Jwl	Flw	Glpt	Pnt	Pho	Wd	Bby	Crct-knt
	Fibr	Dol	Kd/Acces	Grd	Fd	Pet	Ptry	Scrp	B&b	
Area#	Café	MnHall	Gym	Bk Hall	K-Pod	K-hall				
Electricity	Y	N							Booth#	_____

rrcraftfair@yahoo.com

Contract and Registration Form

Please visit my website at www.rrcraftfair.weebly.com to obtain vendor layout, applications and other information.
 Please sign up for **Facebook** or **Linked IN (Wisconsin Crafters Group)** for up to date information and vendor comments

Exhibitor Information:

Exhibitors Name:

 (First) (Last) (Business Name – if applicable)

Address:

 (Street) (City, State, Zip) (County)

Telephone: _____ **Cell: _____

Fax: _____ Email _____

We ask that items be handcrafted – There *may be some spots available in the cafeteria or halls for home business*

Which category do you feel you would fall into –(Circle One) Artist OR Crafter
 Preferred Method of Communication (Circle One) MAIL EMAIL

Describe your Art or Craft- What makes your work unique and different from someone with the same medium
 (please be specific) *this is so you are not placed next to someone with the same type of items:*



Please submit (2) pictures of your work with your entry form via (Circle One): Mail OR Email

If you were previous vendor pics & are on file, ***I would ask that if there is new things or if anything has changed that new pics be given for the current year. Min of 2 pics, need a good representation of your booth or display***

*Email submissions please list your subject line as “Holly Dayzical Craft Fair – Pics from Vendor Name.

I will donate an item for the Raffle. (Circle One) Yes No

This years event is not sponsored by Elmwood or associated with Pumpkin Patch fair all though it is the same weekend so I apologize for any confusion of prior booth spaces or accommodations from past years, or if you had sent pics to that organization(I do not have access except for 2010)

Entry Fees/Booth Fees: (early entry is advised)

Applications are accepted on a first come first serve basis and **payable upon receipt.**

Booth Size Fee # of Booths Total Submitted

5 x 10 Hallway	\$50.00	_____	\$	_____
5x 15 Hallway& Gym, 8x10 Café&Gym	\$55.00	_____	\$	_____
*Additional \$5 for Electricity Limited	\$5.00 per booth	_____		_____

***Additional \$10 for Table – Have to be ordered prior to Oct 31st** \$ 10.00 ea Table _____

Extra tables ***may not be available*** day of show. Please bring your own and be prepared.

*Please contact registration at rrcraftfair@yahoo.com for availability prior to submission of additional fees or special requests. Cheri Handel (262-784-8422)/ Cell 414-254-4542

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Please provide **an email address** confirmation paperwork to be sent to the address on the application. **Unless preferred method is checked for mail,**

Refunds:

Fees are non-refundable if entry is cancelled after October 31, 2012. Cancellation must be in written form. Cancellations must be postmarked or emailed and date stamped prior to October 31, 2012 to receive a refund. Refunds will be in the form of a check mailed to the vendor based on information provided on the application.

Setup and Take Down:

Vendors and Crafters should be allowed to set up Friday, November 16, 2012 from 5:30 PM to 8:30 PM, call to verify you have a scheduled time arranged and look for updated emails. Vendors and Crafters will have Saturday, November 17, from 6:15 AM until half an hour prior to the event start time to have materials, displays and any other items needed brought into the school. Vendors and Crafters will have Saturday, November 17 from 4:15 PM until 6:00 PM to have materials, displays and any other items taken out of the school. If excessive time is needed vendors may be subject to additional fees TBD at time of event - determined according to current facilities maintenance expectations of time needed to close building in efficient manner.

Vendors and Crafters will need to use the designated loading and unloading areas. **All vendors must drop off and then park in the bottom street or designated back pathway or they will be ticketed.** Vendor sheet must be displayed in front window. Please make arrangements with the Coordinator at rrcraftfair@yahoo.com to allow us to accommodate you in an efficient manner. Cheri Handel (262-784-8422)

Liability:

This year we request if you carry Business Insurance that a Certificate of Insurance be Provided

- Elmwood School-The School District of New Berlin, or its sponsors are not liable in any way for the theft or damage to any property or for injury to the exhibitors or those that accompany them or for damage or harm caused by any vendor/or those that accompany them to any customer, client or visitor on premises. (* Suggest you mark by name your displays, tables and equipment.)
- Vendors and Crafters are responsible for the area assigned to them as well as the path upon entrance and exit of Vendor's/Crafter's equipment and materials. **All equipment and displays must be protected from harming the gym, cafeteria and commons, hallways flooring.** Excessive weight, as well as, items dragged or forced may cause damage to the floor. All unprotected metal (ie bottoms of tables, chairs, displays, racks, wood shelving) must be protected with some type of material. Vendor or Crafter is fully responsible for protecting their area and will be subject to a fine if damage occurs. Please take all precautions when setting up your booth. (*Since we must be conscious of our surroundings we hope that you will understand our concern and take all precautions and be proactive so no damage occurs.*)
- Gym Area.* As of 2011, Elmwood FOOD or covered DRINK will be ALLOWED
- FOOD and DRINK WILL BE ALLOWED in the designated Cafeteria Area.
- There is NO SMOKING on school property.

I have read, understand and will adhere to the liability section of this contract. I have enclosed a total payment of \$_____ to reserve the quantity of booths designated. I understand that payment in full is due with the application. I will make all necessary phone calls if any tables and/or electricity are required prior to application. I understand that applications are processed on a first come first serve basis. If a phone call is made to reserve your spot and no money is received within 3 business days, you will forfeit your spot to the next person in line.

Signature _____

Date _____

Mail Application & Payment to:

Make Checks Payable to:

Cheri Handel

16940 W Homestead Dr.

New Berlin, WI 53151

Interested in being a vendor for future shows that I may organize? Y N **Serb Hall** = Spring Summer Winter

Your comments:

INTERNAL USE ONLY

Application received: _____ Booth # assigned: _____

Payment received: _____ Amount: _____

Form of payment: _____

Received by: _____