

Winter Wonderland 2011-Arts & Crafts Fair
To be held at American Serb Hall
5101 W. Oklahoma Ave. Milwaukee Wi 53219
 Sunday Nov 13th, 2011 9:00 am – 4:00 pm
 Contact: Cheri Handel 262-784-8422
rrcraftfair@yahoo.com

<i>Internal Use Only</i>											
<u>Cat:</u>	Sw	Gl	Jwl	Flw	Glpt	Pnt	Pho	Wd	Bby	Crc	
	Fibr	Dol	Kd/Access	Grd	Fd	Pet	Ptry	Scrp	B&b		
<u>Area#</u>	Wi Hall			WiHall Ent			Wi Hallwy				
	Pres Hall			Pres Ent			MnHallwy				
<u>Notes:</u>				Elect	Y	N	Table	Y	N		

Contract and Registration Form
Due by October 31st Open until full

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 –if not, disclose them as such.– There are spots *available in the 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): *Used for brochure info*

Please submit a minimum of(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 “Serb Hall Winter Wonderland 2011– Pics from ***Vendor Name***.”

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

This years event is our First year at this location, so please be aware of some learning curves. One level, no stairs, in the Wisconsin Hall. Food will be available from their (Serb Hall) concessions @ 10:00AM*must confirm day of

Entry Fees/Booth Fees: (early entry is advised) *** \$5.00 Discount for Double Booths
 Applications are accepted on a first come first serve basis and payable upon receipt.

Booth Size Fee # of Booths Total Submitted

8 x 10 Wi Hall – Pres Hall	\$55.00 _____	\$ _____
5.5x10 (Main Hallway) or (Wi Hallway)	\$50.00 _____	\$ _____
*Additional \$5 for Electricity <i>Limited</i>	\$5.00 per Booth	\$ _____
*Table Rental Additional 10.00 <i>Limited</i>	\$10.00 per Table	\$ _____

Booth Decoration and Display Requirements

I would like this show presented in a professional manner, and with a ***Christmas / Winter Theme***. **Table cloths are required** for those renting tables, tables are not pretty. Fill your booth space from Top to bottom, presentation is everything, and will be more inviting to the crowd.

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

Winter Wonderland 2011-Arts & Crafts Fair
To be held at American Serb Hall
5101 W. Oklahoma Ave. Milwaukee Wi 53219
 Sunday Nov 13th, 2011 9:00 am – 4:00 pm
 Contact: Cheri Handel 262-784-8422
rrcraftfair@yahoo.com

Contract and Registration Form
Due by October 31st Open until full

Please provide an email address or a stamped self-addressed envelope for confirmation paperwork to be sent to the address on the application. **(Unless preferred method is checked for Email, which is most efficient unless there is no source of email)**

Refunds:

Fees are non-refundable if entry is cancelled after October 31, 2011. **Cancellation must be in written form. Cancellations must be postmarked or emailed and date stamped prior to October 31, 2011 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 are not allowed to set up any earlier than the day of on Sunday, Nov 13th * Unless Management Advises me availability when it gets closer. Times are from 6:00 AM to 8:45AM-15 minutes prior to the event start time to have materials, displays and any other items needed brought into the building. Vendors and Crafters will have Sunday November 13 from 4:15 PM until 5:45 PM to have materials, displays and any other items taken out of the building. ****Note:** There were issues with the doors staying open to unload, be aware of this.

Vendors and Crafters will need to use the designated loading and unloading areas. There will be an opportunity for you to have help loading and unloading (?). **All vendors must drop off and then park in the back lot of the building, street or designated parking lot or they will be ticketed by the City of Milwaukee.** 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

- Serb Hall or Events 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. Be aware of your surroundings and conscious of your booth contents. **Label your tables, chairs, 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 dance floor, or wooden or carpeted, commons 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 this is a new venue, we hope that you will understand our concern and take all precautions and be proactive so no damage occurs.)*
- There will be FOOD or DRINK ALLOWED in the Wisconsin Hall, Hallways and Presidents Hall- Food provided by Serb Hall
- FOOD and DRINK WILL BE ALLOWED in the designated Cafeteria Area.
- There is NO SMOKING on 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 Required

Date

Mail Application & Payment to:
Make Checks Payable to:
Cheri Handel
16940 W Homestead Dr.
New Berlin, WI 53151

INTERNAL USE ONLY

Application received: _____ Booth # assigned: _____
 Payment received: _____ Amount: _____
 Form of payment: _____
 Received by: _____

Are you interested in being a vendor for future shows that I may organize? Y N