

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

Think Spring Craft & Gift Fair
To be held at Elmwood Elementary School
5900 S Sunnyslope Rd. New Berlin WI 53146
 Saturday, March 24, 2012 10:00 am – 4:00 pm
 Contact: Cheri Handel 262-784-8422
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-Whats New for Spring?*

Jewelry &
 Kids
 Accessories
 SPACE
 LIMITED

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 “Spring Elmwood 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 –This is the first Spring Venue at this location – hopefully will continue

SAVE \$5 This SPRING IF YOU
 SIGN UP for HOLLYDAYIZCAL
 2012 **NOW**

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 (6 spots)&Gym \$55.00 _____ \$ _____

*Additional \$5 for Electricity Limited \$5.00 per booth _____

Tables ARE NOT AVAILABLE for this Spring Venue- You must make arrangements to get your own.*

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

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If internet access is available please view www.rrcraftfair.weebly.com for layouts and applications, and vendor information 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 at this time as venue is so close..

Setup and Take Down:

Vendors and Crafters **WILL NOT** be allowed to set up Friday, March 23rd due to a special event that is taking place throughout the building. Vendors and Crafters will have Saturday, March 24th from 4:15 PM until 5:45 PM to have materials, displays and any other items taken out of the school.

Vendors and Crafters will need to use the designated loading and unloading areas. There maybe an opportunity for you to have help loading and unloading (TBD). **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.
- 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 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 school, we hope that you will understand our concern and take all precautions and be proactive so no damage occurs.)*
- There will be NO FOOD or DRINK ALLOWED in the Gym Area.* This year 2012 Elmwood Vendors 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:

INTERNAL USE ONLY

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

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Make Checks Payable to:

Cheri Handel

16940 W Homestead Dr.

New Berlin, WI 53151

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

Comments on *Serb Hall* = Spring Winter I need your feedback, Thanks for your continued support.