

Winter Wonderland Craft & Gift Fair Sunday



Welcome,

November 13th

Thank you for choosing to participate in this years First Annual Winter Wonderland Craft & Gift Fair to take place at Serb Hall. I am very pleased to have you. We are located at the corner of 5101 W.Oklahoma Ave. Milwaukee, WI 53219

Craft and Gift Fair Information

Date: Sunday November 13, 2011

Hours: 9:00 AM to 4:00 PM

Place: American Serb Hall

5101 W. Oklahoma Ave.

Milwaukee, WI 53219 (Corner of 51st and Oklahoma Ave)

**Your check has been received and will be deposited if it hasn't been already. For those who haven't paid-Due upon check-in*

Set up times are as follows—read below for suggested unload times.

You are only able to set up the Morning of the show, my apologies but this is according to management due to other events booked in the building.. If you need help please call Cheri Handel (Craft Fair Administrator) at 262-784-8422, Cell 414-254-4542. Vendors will be able to set up Sunday Morning 13th from 6a-8:45am. I will be at the hall at that time.I will be setting up the night before marking the floors at Midnight on Saturday.

Check in

Check in at the main entrance is necessary prior to setup. Fair Office check-in and setup on Sunday Nov 13th, may begin no earlier than 6:00am (as the doors will not be unlocked and staff will not be available prior to this time - please make note of this when planning your arrival) and end at 8:45am for doors to open at 9am.

Entrance / Load Unload/* Suggested loading times

Crafters will enter using the doors located on the side of the building directly off the parking lot- if in the Wisconsin Hall OR the Wisconsin Hallways. Because the same doors will be used for check in, loading entry and customer entry at 9AM, loading must be complete by 8:30am, and cars moved to far right corner of lot to relieve confusion and congestion. Times are just suggested to help things move along.

Vendors assigned to the Presidents Hall

There is one entrance to use directly in back of the building, one straight shot off the parking lot, you may park close to the door, and be courteous as there is also an entrance to the parking lot in this area. If you can find a place to park on the street, you may do so, but will **NOT BE ALLOWED** to load from the side doors of the building=AS TOLD TO ME FROM MILWAUKEE POLICE DEPARTMENT -DUE TO COMPLAINTS FROM NEIGHBORS FROM OTHER EVENTS.

Suggested loading time 600A-7:00A Presidents Hall E,F,G,H,I

Suggested loading time 7:15A-8:00A Presidents Hall A,B,C,D

Suggested loading time 8:15A-8:45A Presidents Hall J, K.and Presidents Hallway.

Vendors in Wisconsin Hall numbered Rows 3a-h,4a-h.5a-h.6a-h are located in the center of the Wisconsin Hall- I suggest you arrive the earliest. ***Suggested loading time 6:00a-7:00a***

Vendors in spaces 1,1a,b,c,d,7a,b,c,d,e,f,g,h are located around the perimeter of the hall, so you are aware. ***Suggested loading time 7:00-7:45***

Vendors– 2A thru 2E, are located in front of doors, ***Suggested loading time 7:30-8:45.***

BE ADVISED- it would be beneficial for you to load the later the better, if you can arrange it, while still making enough time for appropriate set up.

Those vendors with larger displays and ****furniture** will be able to use the back entrance, (for a limited time, doors will be locked at 9AM) but again, Loading and unloading should be quick as a courtesy for the next in line. **** Call me to make special arrangements if you wanted to drop off your things at Midnight... Limited time and availability. If you have unusually large displays that will take a considerable amount of time to set up I suggest you arrive early and be allowed to at least carry in the display first.**

For the consideration and convenience of others still arriving, we ask that once you have completed unloading, you remove your vehicle as instructed. Handicapped tagged vehicles may park where noted.

You will receive a badge upon check in, which will serve as your pass for the day as well as making it known to others that you are a fellow vendor. At time of check in you will also be assigned your final booth placement If there is any changes..

Once you enter the building, you will find your Booth Number either taped to the wall in your corresponding area, or name taped to the floor in the corresponding area. You are free to set up your booth space as you see fit, however try to stay contained to your space – the booths are large enough. Each booth will be set up with 2 chairs ~~and a table if you requested.~~ Those requesting electricity should ***bring their own extension cords.***

Donation See pages to follow**

For those of you who chose to donate one of your arts or crafts to the table, once you have your booth set up and you are organized, please place your item on the designated table with your vendor info, your booth number and name for advertising.

Again each booth should have a table cloth and be professionally displayed, seasonal atmosphere.

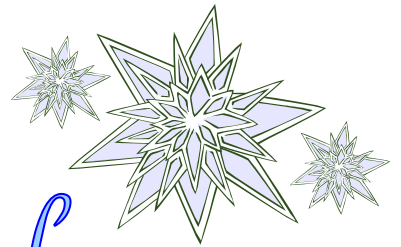
We thank you very much. Please contact me with any questions that you may have, and I will try my best to accommodate your needs. This is the first Winter show, so we would like to make it a tradition, “Bringing back the crafting Tradition to the South End of Town.”

Sincerely,

Cheri Handel
Craft Fair Administrator
414-254-4542 – my cell will be on me the day of the show.
rrcraftfair@yahoo.com



I was made by



Come visit my booth at
