

3rd Annual Art for the Arts

Saturday, November 7, 2015 9:30 AM – 3:30 PM

West Bend East & West High School Cafeterias

1305 E. Decorah Rd., West Bend, WI

Vendor / Crafter Contract

Please read all terms before committing. All fees are non-refundable.

1. **Two vendor space types are available:**
 - i. **Booths are 10' x 9' against a wall and do not include a table. You may bring own table or rent one from us. (table rentals are limited and first come first serve) You may setup space to your preference - including floor displays. 2 chairs are included for each booth.** (Spaces are approx measurements)
 - ii. **Table spaces are strictly 8' x 2.5' tables with 2 chairs. There is no floor space available for display items. All items must fit on top of the table. These spaces are setup in rows in the center of the room and include the 8' table.** (Spaces are approx measurements)
2. Only one vendor per company. If another vendor from the same company is already paid, your registration will be returned to you.
3. Each crafter / vendor is solely responsible for his / her items (this includes taxes, rights, money, products, etc.)
4. Sales of prepared food (for consumption on site - this does not include samples of products), rummage items, firearms / fireworks, illegal items, and pornographic items are prohibited. This is a family friend event; items may be restricted at organizers discretion.
5. Nothing may be nailed or taped to any walls or trim. All displays, products, chairs, etc, must be contained within your assigned booth space or on your table.
6. **All tables must be covered to the floor.** Please hide or remove all storage containers, unused displays, carts, bags, etc. Displays must be neat and professional. Table covers are not provided.
7. No vendor or crafter may close their booth space before 3:30 pm. If you close early, you will not be invited back to any future shows with the West Bend School District or the event organizer, Monica Schultz.
8. Vendors are responsible for maintaining a clean / professional booth throughout the event. This includes removing all trash, tape on the floor, and all of the vendors belongings at the end of the event. We are not responsible for items left behind.
9. **All vendors are expected to participate in advertising.** This includes word of mouth, posting the event online (your blog, Facebook page, website, etc.), and any other means of advertising you deem appropriate. There will be a Facebook event page set up which you are encouraged to invite your contacts to join. Advertisements will be placed in community papers and several places online as well as throughout the school and district. In addition, event flyers will be passed out and posted in public locations. An electronic copy of the flyer will be emailed to you as part of your confirmation packet once it is completed.
10. Each space may exhibit items from only one company. Multi-vendor booths are not permitted.
11. The doors will open for set up at 8:00 AM. **Each crafter and vendor must be setup and ready to sell by 9:15am.** If you require more time for setup please contact us to discuss entry prior to 8:00 AM.
12. **All contact between organizer and vendors will be via email.** Please check your email regularly so you do not miss important information about the event. If you do not have an email address, please note that in the email section of the application and provide a working phone number for us to contact you should the need arise.
13. The vendor name who is listed on the event application must be present the entire day. It is your responsibility to inform anyone working with you of these terms.
14. All vendor / crafter vehicles must be moved to the back parking lot after unloading to allow for customer parking.
15. **All vendors are asked to donate at least one item with a minimum value of \$20 to the event raffle. All proceeds benefit the West Bend School District Foundation.**
16. Return your registration and payment to:

Checks payable to West Bend School District Foundation

Mail to: Monica Schultz - 605 Lakeridge Ct., West Bend, WI 53090

Monica Schultz - (262) 327-0627 / EventsWI@gmail.com

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Vendor Contract

Business Name: _____

Contact Name: _____

Address: _____

City, State, Zip: _____

Phone: _____ Email: _____

Website: _____

Description of items for sale (please be specific): _____

Special Requests: _____

<u>SEE PAGE 1 - #1 of contract for SPACE DESCRIPTIONS</u>	FEE	TOTAL DUE
One Booth (10' x 10') (no table included)	\$45.00	+
Second Booth (10' x 10') (no table included)	\$35.00	+
One 8' table (need only for booth spaces)	\$5.00	+
Table Only space - (table included - no floor space)	\$35.00	
Electricity (Limited availability)	\$10.00	+
Subtotal	Total of applicable fees	=
Total Due	----->	=

Form of Payment:

Check Money Order Cash Paypal

Payments through PayPal will be invoiced as soon as your registration is received via email or you can send directly to eventswi@gmail.com.

Registration is not confirmed until your payment has cleared. **Please make payments payable to**

[West Bend School District Foundation](#). Mail to: **Monica Schultz 605 Lakeridge Ct., West Bend, WI 53090.**

I hereby agree to defend, indemnify, and hold harmless Monica Schultz and West Bend School District from any and all claims that arise out of my negligence in connection with the sale of my products at the Arts for the Arts Fair. Further, I understand and agree that Monica Schultz and West Bend School District does not insure my products in the case of theft or damage to my products or personal property, that loss will be my responsibility. I accept and understand that my booth registration fee is not refundable for any reason and that I am personally liable for any damage caused by me or my associates.

Signed: _____ Date: _____

Office Use Only:

Date Received: _____ Space #: _____ Check # _____ ADC _____