

# Summer Wrap-Up Fair

Saturday, August 1, 2015 10:00 AM – 3:00 PM

**Hartford Town Hall** 3360 Highway K; Hartford, WI 53027

## Vendor Contract

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

- 1) **Three vendor space types are available for this event:** (All spaces are an approximate measurement & may vary slightly.)
  - a) **INDOOR BOOTH** - Booths are 9' x 7' 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. Chairs are included for each booth. These spaces are limited for this event.
  - b) **INDOOR TABLE ONLY** - Table only 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 and chairs.
  - c) **OUTDOOR BOOTH** - Size of one parking space in the front lot of the building. Must bring your own table & chairs. Tent is recommended but not required. (Spaces are able to accomodate a 10x10 or 12x12 tent. Event is held rain or shine and is non-refundable.)
- 2) Each crafter is solely responsible for his/her items (this includes taxes, rights, money, products, etc.) We are not responsible for any missing/lost/stolen items. Please do not leave your space unattended. Trusted volunteers will be available to assist you if you should need to step away from your space for any reason.
- 3) Sales of prepared food (for consumption on site - this does not include samples of products or items that are sold for gifts or home consumption), rummage items, firearms / fireworks, illegal items, and pornographic items are prohibited. This is a family friend event; items may be restricted at organizers discretion.
- 4) 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.
- 5) **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. You are representing your company and the venue.
- 6) **No crafter may close their booth space before 3:00 pm. If you close early or do not show up for your space, you will not be invited back to any future shows with the event organizer. This is strongly enforced.**
- 7) 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.
- 8) **All vendors are expected to participate in advertising.** This includes word of mouth, posting the event online (your blog, Facebook page, website, etc.), & 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.
- 9) Each space may exhibit items from only one company. Multi-vendor booths are not permitted.
- 10) **The doors will open for set up at 8:00 AM. Each crafter and vendor must be setup and ready to sell by 9:45am.** If you require more time for setup please contact us to discuss entry. If you are running late, please text or call the organizer so that you empty space is not removed from the floor prior the customers entering.
- 11) **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.**
- 12) 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.
- 13) All vehicles must be moved a safe distance from the building after unloading to allow for customer parking.
- 14) **A cancellation prior to the event does not mean refund. Only **\*\*IF\*\*** your space is filled **\*prior\*** to the day of the event you will receive partial refund. There will be a \$15 fee deducted for processing & refilling the space.**
- 15) Any returned or cancelled checks will be charged a \$25 processing fee.
- 16) Last minute space openings & waiting list vendors are require to pay in cash upon arrival prior to setting up their space. **Someone elses cancelation does not equal a free spot for a wait list rep.**
- 17) For a small fee your website will have a link placed on our event page on our website under the registered vendor page for 1 month. Link will be active within 2-3 days of registration/payment being received.

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*Please be sure to fill out the information below as complete as possible. We will use this information for registration but also to help any customers that call after the event looking to reorder from vendors.*

Business Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Website: \_\_\_\_\_

Description of items for sale (please be specific): \_\_\_\_\_

Special Requests: \_\_\_\_\_

<b>Space Options Explained on Pg 1 - #1</b>	FEE	TOTAL DUE
Indoor BOOTH space (9' x 7') (see #1, pg 1 for description)	\$55.00	+
Table Rental for Indoor Booth Spaces Only	\$5.00	+
Outdoor space (1 - parking space size)	\$55.00	+
Indoor TABLE ONLY space (8' x 2.5' table)	\$50.00	+
Electric (Limited availability Indoor ONLY)	\$10.00	+
Link to your website on our site event page for 1 month after event (link will be active within 2-3 days after your payment is received)	\$5.00	+
<b>Subtotal</b>	Total of applicable fees	=

Form of Payment:

PayPal     Check     Money Order     Cash

**You may send your PayPal payment directly to the address: [EventsWI@gmail.com](mailto:EventsWI@gmail.com).**

**Please make payments payable to Monica Schultz - 605 Lakeridge Ct., West Bend, WI 53090.**

I hereby agree to defend, indemnify, and hold harmless Monica Schultz from any and all claims that arise out of my negligence in connection with the sale of my products at the Craft and Vendor Fair. Further, I understand and agree that Monica Schultz 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 # \_\_\_\_\_ A/V \_\_\_\_\_