

3rd Annual Gifts From The Heart Craft Fair

Saturday, February 6, 2016 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) **Two vendor space types are available for this event:**
 - a) **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. 2 chairs are included for each booth. These spaces are limited for this event.**
 - b) **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.**
- 2) Each crafter is solely responsible for his/her items (this includes taxes, rights, money, products, etc.)
- 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.
- 6) No crafter may close their booth space before 3:00 pm. If you close early, you will not be invited back to any future shows with the event organizer.
- 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. Ads will be placed in community papers & several places online. In addition, event flyers will be 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.
- 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 prior to 8:00 AM.
- 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) **Any returned or cancelled checks will be charged a \$25 processing fee.**
- 15) **Last minute space openings & waiting list vendors are require to pay in CASH ONLY upon arrival PRIOR to setting up their space. Someone elses cancelation does not equal a free spot for a wait list rep.**
- 16) **Checks payable to Monica Schultz - 605 Lakeridge Ct., West Bend, WI 53090**

3rd Annual Gifts From The Heart Craft Fair

Saturday, February 6, 2016 10:00 AM – 3:00 PM

Hartford Town Hall

3360 Highway K; Hartford, WI 53027

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: _____

Space Options Explained on Pg 1 - #1	FEE	TOTAL DUE
One Booth (9' x 7') (see #1, pg 1 for description)	\$50.00	+
Second booth (9' x7')	\$45.00	+
Table Only Space (includes 8'x2.5' table)	\$45.00	+
Second Table Only Space	\$40.00	+
Table rental (for booth spaces only)	\$5.00	+
Electric (Limited availability)	\$10.00	+
Subtotal	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.

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 _____