

# EventsWI Fall Harvest Fair

Saturday, September 17, 2016 9:00 AM – 4:00 PM

**Friess Lake School** 1750 Hwy 164, Hubertus, WI

## Vendor Contract

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

- 1) **ONE vendor space types are available for this event:** (All spaces are an approximate measurement & may vary slightly.)
  - a) **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 accommodate a 10x10 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) All displays, products, chairs, etc, must be contained within your assigned booth space or on your table.
- 5) **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 4:00 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 and all of the vendors belongings at the end of the event. We are not responsible for items left behind.
- 8) EventsWI and its organizers are not held liable for any thefts of your items from customers or vendors. You are responsible for maintaining your items and watching over your booth. Should the unfortunate happen, please make the organizer aware of such actions and we will help in the best way we can.
- 9) **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. You can find the link by visiting our Facebook page [www.facebook.com/eventswi](http://www.facebook.com/eventswi)
- 10) Each space may exhibit items from only one company. Multi-vendor booths are not permitted.
- 11) **Set up will begin at 7:30 AM. Each crafter and vendor must be setup and ready to sell by 8:45am.** If you require more time for setup please contact us to discuss. If you are running late, please text or call the organizer so that your empty space is not removed or filled prior to the customers entering.
- 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 vehicles must be moved a safe distance from the building after unloading to allow for customer parking.
- 15) **Any returned or cancelled checks will be charged a \$25 processing fee.**
- 16) Last minute space openings & waiting list vendors are required to pay in cash upon arrival prior to setting up their space. **Someone else's cancellation does not equal a free spot for a wait list rep.**

**A portion of the proceeds from this event will be donated to the Friess Lake School.**

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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
Outdoor space (1 - parking space size)	\$50.00	+
2nd Outdoor space	\$40.00	+
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	=

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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 \_\_\_\_\_