

2017 Holiday Craft Fair of Washington County

Exhibitor Application

Please submit current photos of your booth setup and the goods you will be selling along with this completed and signed application. Booth fees are not required until you receive confirmation that you have been accepted into the Holiday Craft Fair.

Name: _____

Address: _____

City, State & Zip Code: _____

Phone: _____ WI Seller's Permit #: _____

Email: _____

Detailed product description: _____

Other shows you will exhibit at in 2017: _____

Each booth will measure 10' x 10' and include one 8' table and two chairs:

_____ Single Booth \$80.00 _____ Premium/Corner Booth \$90.00

_____ Hallway/Room 112 Booth \$60.00

_____ Electric \$10.00 _____ Extra tables _____ Extra chairs (\$5.00/each)

Special booth requests: _____

**Washington County Fair Park will not supply any booth materials, decorations or supplies other than noted above. No special booth or location requests will be honored unless noted above. We cannot guarantee that requests will be granted*

Dates to Remember:

For office use only:

May 27 – Application and S-240 due

June 3 – Payment due

November 11 - Booth assignments released

November 17 – Set up from 8:00 am to 7:00 pm

November 18 – Set up from 6:00 am to 8:30 am, show from 9:00 am to 3:00 pm *Continued on other side...*

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Exhibitor Guidelines

The following guidelines are part of the application and must be agreed to by the exhibitor before acceptance to the show will be granted.

Application:

Exhibitors must return a completed and signed application, including photos of work, an S-240 form and full payment of booth fees. The deadline for applications is May 27, 2017. If application is not accepted, photos will not be returned.

Applicants will be juried on their work by members of the Ag and Industrial Society (AIS) and chosen based on style and originality. This show was originally designed to showcase hand crafted items that cannot be purchased anywhere else. We intend to keep it that way. No mass produced items of any kind will be allowed. If you have questions about this policy, please contact us at 262-677-5060.

All decisions will be made by the AIS pertaining to acceptance/denial into the Holiday Craft Fair and will be considered final.

Booth Space:

Booth size is 10' x 10' for a single, or 20' x 10' for a double. A very limited amount of double booths are available. Exhibitors will be expected to stay within their reserved space. If electricity is not requested on your application, we cannot guarantee it will be available. Vendors found to be using electricity who have not paid for it in advance will be charged \$100.00, to be paid immediately on November 18, 2017.

Set up times are 8:00 am to 7:00 pm on Friday, November 17 and 6:00 am to 8:30 am on Saturday, November 18. Show hours are 9:00 am to 3:00 pm on Saturday, November 18. Vendors not adhering to show hours will lose their opportunity to exhibit the following year. All booth space and walkways must be clear of boxes, totes and packing materials throughout the show.

Sales & Tax:

It is the sole responsibility of the exhibitor to apply, collect and reports sales tax on sales made during the Craft Fair. If an S-240 has not been submitted, you will not be allowed to set up for the show.

The Washington County Fair Park & Conference Center and AIS reserve the right to remove any product or booths deemed unacceptable based on the product guidelines outlined for the show. All paid fees will be forfeited. We are not liable for the loss, theft or damage sustained by any exhibitor for any reason.

By signing, I, the exhibitor agree to the terms and guidelines outlined in the above document.

Signature _____ Date _____

AIS Binding Signature _____ Date _____

Please return to:
Washington County Fair Park & Conference Center
3000 Hwy. PV
West Bend WI 53095