

2020 Oconomowoc UCC Craftfest and Vendor Fair Application

Sponsored by First Congregational
United Church of Christ
815 S. Concord Rd.
Oconomowoc, WI 53066

March 3, 2020

Dear Exhibitors:

We are very excited for your consideration to join us for our 31st annual Craftfest and Vendor Fair at First Congregational United Church of Christ in Oconomowoc. This year's event will be held on Saturday, October 3, 2020 from 9 a.m. - 3 p.m.

There will be two (2) application deadlines. Applications for indoor exhibit space should be postmarked by June 1; application for outdoor space should be postmarked by July 1. Acceptance for the indoor spaces will be processed in mid-June, and applicants will be notified of the decision shortly thereafter. Those not chosen for an indoor space may reapply for an outdoor space. Processing and notification for outdoor spaces will occur mid-July. Please send or email pictures that really show your items to their best advantage. A good presentation can make a great deal of difference in attracting customers as well.

A note about booth sizes:

- Single and half indoor booths are approximately 100 or 50 square feet depending on which you choose. Many of them are 10'x10', 5'x10', 9'x11', or 6'x16'. We know the dimensions of the booth may affect your setup, so we will include that information with booth assignments.
- Single outdoor booths are approximately 12'x12'.

If you know of someone who might like to apply for our show, please feel free to duplicate this application. If, however, you no longer wish to receive this mailing, please contact us at amydrewa@oconomowocucc.org. We look forward to hearing from you and having you join us in October!

Exhibitor Chair,

Amy Drewa

2020 Oconomowoc Craftfest and Vendor Fair Application Guidelines

October 3, 2020

- **ELIGIBILITY:** This show is juried. Participation is open to those artists, crafters, direct sales or home-based businesses. Only one national direct selling vendor from the same company will be allowed to participate at this event.
- **TIME:** 9 a.m. – 3 p.m.
- **Location:** First Congregational United Church of Christ, 815 S. Concord Rd., Oconomowoc, WI
- **Set-Up:** Saturday, October 3, 6:30 – 8:30 a.m. (If you would like to setup on Friday please contact Amy Drewa at amydrewa@oconomowocucc.org or 262-567-4461 to make arrangements.)

Exhibitors are expected to remain set up for the duration of the event.

Application Requirements:

- Complete application
- Appropriate Fees (for desired booth size and electricity)
- If this is your first time being an exhibitor at this show, four photographs of your items/booth need to be mailed with application or emailed to amydrewa@oconomowocucc.org. Three showing the items you intend to offer for sale and one of your display set-up. If you mail in your photos, please label each photo on the back with your name. If you would like your photos returned to you, please provide a stamped, self-addressed envelope.

Guidelines:

- You are responsible for furnishing and setting up your own display.
- You must have everything set-up by 8:30 am Saturday, October 3. Doors will open to the public beginning at 9:00 a.m.
- It is your responsibility to have cash on hand to make change for the customer. You will be responsible for charging WI State Sales Tax.
- If you are allowing customers to order items, you are responsible for delivering or scheduling a pick-up time with them. These orders must be delivered within a reasonable time frame.
- Electricity is available for an additional fee (\$10). If you want an electrical booth, you must supply your own extension cord.
- If tables are being used, you will need to provide a table cloth/covering of some sort.
- A maximum of three (3) artists work will be allowed in any booth.
- The Oconomowoc Craftfest and Vendor Fair Committee reserves the right to exclude from sale any items that have not been approved by the committee.
- No refund of application fee after August 31.
- Early removal of display may result in the exhibitor not being invited to return for future events.
- First Congregational UCC and the committee are not responsible for any lost, stolen or broken merchandise. If any damages were to occur in or around the facility, caused by you, you will be held responsible for any costs associated with the damage.

Evaluations:

- Will be done by impartial committee members. Selection may be based entirely on the photos submitted.
- Evaluations will be done by media categories to insure a balanced representation of crafts and vendors for our customers. It is our intention to select the best crafters and vendors available in each category.

***Applications for indoor booths should be postmarked by June 1.**

Applications for outdoor booths must be postmarked July 1.

All entries will be juried. *

Application Checklist:

_____ Completed and Signed Application Form

_____ Four (4) photographs with your name on back either emailed or mailed

_____ Check for application fee and electricity of applicable. Please make checks payable to First Congregational UCC.

_____ Stamped self-addressed envelope for return of photographs

Mail to:

Oconomowoc UCC Craftfest and Vendor Fair

815 S. Concord Rd.

Oconomowoc, WI 53066

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Name: _____ Business Name: _____

Phone Number: _____ Email Address: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Name of all who will be working in your booth: _____

Brief description of items being sold: _____

All Booth Dimensions **ARE APPROXIMATE**

Indoor:

10'x5' Space at \$37.50 _____ 10'x10' Space at \$75 _____ 10'x20' Space at \$150 _____

Do you need electricity? Include additional \$10 Yes No

Outdoor:

12'x12' Space at \$30 _____ 12'x24' Space at \$60 _____

TOTAL AMOUNT ENCLOSED \$ _____

I have read the Oconomowoc Craftfest and Vendor Event information and agree to abide by the conditions set forth for the event. I also agree to indemnify and hold harmless the First Congregational United Church of Christ of Oconomowoc from any and all liability arising from damage or injury as a consequence of participation in the Oconomowoc Craftfest and Vendor Event.

Signed: _____ Dated: _____

Return this form with your check for the correct amount to:
Oconomowoc Craftfest and Vendor Fair
815 S. Concord Rd.
Oconomowoc, WI 53066

For Office Use Only:

Date Received: _____ Check Number: _____ Booth Number: _____