



2012 Vendor Application Letter

Saturday May 12, 2012 and October 13, 2012

9:00 am – 4:00 pm

We invite you to be part of the annual Downtown Baraboo Fair on the Square events. These events are expected to attract 8,000-10,000 visitors. They are well advertised, have close parking, have a more streamlined check-in and set up process and have some very friendly faces waiting to assist you. In addition to a great day, we have live music, interactive entertainment, superb food, Farmer's Market, Kidz Zone and all new Beer Garden. All of these elements are designed to bring in the crowds and welcome people into your booths. Your success is our success so please take a moment to complete the enclosed application. We look forward to having you join us!

Location and Time: Historic Square, Downtown Baraboo, Wisconsin. This is an **OUTDOORSHOW**; no rain date; no refund for inclement weather. The show runs 9:00 am-4:00 pm, rain or shine. Any vendor leaving before 4:00pm may not be invited back to the show. Absolutely **NO** vehicles allowed on site until after 4:00 pm. This has become a problem as there are still people walking around and bringing in your vehicle creates an unsafe atmosphere. **Please WAIT for the clock to strike 4:00 pm before moving your vehicles into place!**

Please **CHECK IN AT REGISTRATION TABLE** at least one hour before show time; Prior evening set up is not allowed. If you are late, management may occupy your space in such a manner deemed in the best interest of the show, without any rebate or allowance whatsoever to the exhibitor

Display: Exhibitors must provide their own display tables/materials and are responsible for same. No security is provided. Spaces are minimum 10'x12'. Erected displays, canopy & the tie-downs, and all extra product/ boxes, must fit within this area (nothing on sidewalk). *Maximum 2 spaces per vendor.* A limited number of electrical sites are available on a first-come basis when requested on your application.

Space Assignments: Our show is in an "H" pattern layout. No space is isolated from good traffic flow. We will try to honor space requests but there is no guarantee. If you are a returning vendor, we will try and place you in the same vicinity as prior years but ***not necessarily in the same space***. Please request these space numbers on your application. You will find out your official space assignment the morning of the show.

Up to 2 (two) vendors may share one booth space, this means no "guilds" or "group sales" allowed.

Parking: All vehicles must be moved to public parking lots after unloading and before setting up. This includes handicap vehicles. If your car is found parked on the streets, you will be asked to close your booth until your car is moved.

Fee/deadline: If space is still available after deadline, the application fee is \$95.00 per space plus Jury Fee, if applicable. When sending in your application, please include appropriate postage as it is typically more than \$.44. If we receive an application that has postage due, we will refuse it at the post office and return to sender. **DEADLINES ARE APRIL 12, 2012 AND SEPTEMBER 13, 2012.**

Confirmation: A self-addressed ,#10 stamped envelope with NO LESS THAN \$0.44 postage **IS REQUIRED** with your application for return of photos, confirmation, map and show information. Some photos will not be returned as we may use them for promotional purposes for the show. Please include an email address as some of this information will be sent via email for faster service.

Questions? Please e-mail any questions to events@downtownbaraboo.com or call 608-356-2937.

Cancellations: Refunds only given for cancellations made a minimum of *one month prior to event date*. There will be **no refunds given** for cancellations made after deadline or for no-shows. Jury fees and late fees are non-refundable. You may wait up to 6 weeks for refunds.

State & County tax is 5.5 %.

Jury Process and Photos:

All items must be handmade by the vendor who attends the fair. No commercial products (i.e. gift baskets of purchased products), buy-sell items, or home party products allowed. No purchased accessory items may be sold (i.e. doll shoes if you make doll clothes). If found selling these products you will be asked to remove them and/or leave the fair.

Each new application must be accompanied by all of the following photos. If there is more than one vendor sharing a space, each vendor must provide these photographs:

1. In progress, close-up product photos shown in 3 stages of completion. If you sell more than one type of product, photos must be included for each category.
2. Photo showing your full selection of tools and raw materials
3. One close-up photo (waist up) of you making your product (this may be one of the "in progress" photos)
4. Finished product photos, close-up.

All work must be consistent with photos submitted. If work is deemed unsuitable, your fee and photos will be returned. Artist grants permission to organizers to use submitted photos for publicity purposes unless specifically stated otherwise with your application.

Please note that the organizers try very hard to keep out wholesale products to make it an equitable selling opportunity for all artists. Please do not be offended if we ask you for further documentation to validate your hard work!

Visit our website www.downtownbaraboo.com for up to date fair information. Also, friend us on facebook at Downtown Baraboo Fair of the Square! This is a great opportunity to link up your site and also let your customers know that you will be joining us!

If all photo documentation is not included with application, it will be returned to you.

Mailing Address: Downtown Baraboo, Inc., PO Box 216, Baraboo, WI 53913



2012 DOWNTOWN BARABOOART AND CRAFT FAIR VENDOR APPLICATION

Return application form with deposit, jury fee (if applicable), photos and SASE
to: Downtown Baraboo, Inc. PO Box 216, Baraboo, WI 53913

Checks payable to Downtown Baraboo, Inc (DBI)

Exhibitors Name _____

Business Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Cell # _____

E-mail (required) _____

Description of your Product _____

You are required to provide ONE of the following for taxable reporting purposes:

Sellers Permit # _____ OR Social Security # _____

Please Indicate requested date(s) and needs below:

Saturday May 12 1 space \$ 85.00 2 spaces \$ 170.00 Electricity \$ 10.00 Jury Fee \$ 5.00*

Saturday October 13 1 space \$ 85.00 2 spaces \$ 170.00 Electricity \$ 10.00 Jury Fee \$ 5.00*

Space # requested _____ (space requests are not guaranteed. We will do our best to honor your selection)

Jury Fees: If you are applying for *both shows*, your jury fee is **\$ 5.00 total**. If you apply for both shows separately, you will pay \$ 5.00 for *each show*. **The jury fee is non-refundable.** *If you already have a jury number ending in 09 or higher you do not need to re jury. Please include your existing jury number here _____.*

I have read the event guidelines and accept and agree to abide by same. I agree to assume full liability for any injury or loss to me or my property or employees, and from any cause whatsoever while on the premises. I expressly release Downtown Baraboo, Inc, FunnyBones Productions, Greg or Karen DeSanto or any named sponsor of this event, from any and all liability whatsoever, or for any loss or injury. Exhibitor agrees to pay for all legal fees and costs in any action arising from or during enforcement of this contract.

Signature _____ Date: _____

Registration Deadline is one month prior to each fair date.

Applications received past this date may be honored, if space allows, for an additional fee.