

Southern Door Athletic Booster Club

Arts & Crafts Fair Contract & Entry

The Southern Door Athletic Booster Club sponsors its annual Arts and Crafts Fair in November of each year, being held at Southern Door Schools at 2073 County DK, 8 miles north of Brussels, WI. The fees for an approximate 80 square foot booth and chair are outlined on the attached Entry with options for table rental and electricity, if needed.

As an Exhibitor, you agree to the following:

1. **MANUFACTURED PRODUCTS WILL BE ALLOWED, HOWEVER BOOTH LOCATIONS FOR THESE PRODUCTS SHALL BE LIMITED BY THE BOOSTER CLUB TO A LOCATION SEPARATE FROM THE CRAFTERS. YOUR COMPLETE DISCLOSURE OF MANUFACTURED ITEMS FOR SALE SHOULD BE PROVIDED, SO YOU ARE NOT PLACED NEXT TO A COMPETITOR.**
2. Upon arrival, you will check in at the front desk for your booth location and closest entrance in which to bring your goods. Booster Club members and Southern Door student athletes will be available to assist you in unloading your materials at the nearest entrance and transporting them to your booth location—don't hesitate to request this assistance and it will be provided. Any Exhibitor who does not arrive by 8:00AM on the day of the event, without a call 24 hours prior, will forfeit the space and all fees paid. The space will then be resold and cannot be reserved again.
3. You may park your vehicle in the back parking lot on the south side of the school after unloading—or other designated areas indicated at the time of check in—no parking allowed directly in front of the school entrance.. Please respect our school property by **NOT EMPTYING ASHTRAYS ON THE BLACKTOP OR LEAVING ANY GARAGE BEHIND.**
4. **YOU ARE RESPONSIBLE FOR SETTING UP YOUR BOOTH** between 6:00AM and 9:00AM on the day of the event. You may also choose to set up your booth earlier, between 11:00AM and 2:00PM on the day before the event. The School will be locked after 2:00PM on the day before the event in order to secure all materials and property, until set up time on the day of the event. The Southern Door Athletic Booster Club and Southern Door Schools will not be responsible for any theft or damage done to exhibitor's materials or property.
5. **YOU WILL OPERATE YOUR BOOTH UNTIL 3:00PM ON THE DAY OF THE EVENT AND WILL NOT BEGIN PACKING UP AND DISMANTLING YOUR BOOTH UNTIL SUCH TIME.** Upon packing up your booth to leave, all spaces must be cleared of litter and have tape removed from floor.
6. You will provide any necessary identification signs and banners for your booth. Projection of any signs or equipment into the aisles or walkways will not be permitted, including tents or frames larger than 8 x 10. All table tops and exposed sides must be covered with a cloth. You will not damage booth materials, tables, walkways or any parts of the building. Exhibitors will be responsible for any such damages.
7. There is no smoking, or consuming or dispensing of beer, liquor or other alcoholic beverages in the building, parking lots or anywhere on school premises. **Smoking and alcohol in school or anywhere on school property is a violation of Wis. Stat. 101.123 with a minimum fine of \$120.30.** Exhibitors are allowed to have food and/or beverages in their booth.

ANY VIOLATIONS MAY RESULT IN TERMINATION OF ALL FUTURE CONTRACTS

As the sponsor of this event, the Southern Door Booster Club agrees to the following:

1. We will provide reasonable security service. However, the Southern Door Athletic Booster Club and Southern Door Schools are not responsible for the theft, damage or loss of an exhibitor's materials or any injury to an exhibitor. We will accept no other liability, other than the refunding of rental fees should cancellation of the event be necessary. Exhibitor fees are not refundable in the event of a cancellation by the Exhibitor. We reserve the right to limit or refuse the number or types of crafts and/or manufactured products.
2. We will offer Exhibitors the ***option of reserving their booth location*** in subsequent years, if we receive a signed contract & entry, with full payment, by **June 1st** for that year's event. We will not contact Exhibitors in regard to these early reservations, and your booth location may be given to another Exhibitor if we do not receive your payment by this date. The Southern Door Athletic Booster Club reserves the right to change this policy at any time, and agrees to contact any Exhibitors that have timely reserved their spaces, if any change should occur. I look forward to hearing from you.

Questions: Call Tina Renard at 920-495-3162

Arts & Crafts Entry – Year _____

Exhibitor Name: _____ Phone Numbers: _____

Address: _____ City, State & Zip: _____

Email Address: _____

Must Provide:

() I am selling a manufactured product: _____

() I am selling the following Arts or Crafts: _____

_____ Booths (80 sq. ft.) with 1 chair @ \$45.00 each = \$ _____

_____ Tables @ \$8.00 each = \$ _____

() Electricity requested @ \$6.00 per Exhibitor = \$ _____ Total Enclosed: \$ _____

() Will you be setting up on Saturday from 11:00 a.m. to 2:00 p.m.?

1st preference (room, row and space on map): _____

2nd preference (room, row and space on map): _____

Will you donate an item for the ongoing raffle that is held during the show? () Yes () No

I agree to all the terms and conditions stated on the enclosed contract.

Signature: _____ **Date:** _____

MAKE CHECKS PAYABLE TO: Southern Door Community Foundation
Send to: Tina Renard, 1098 S. Bayshore Road, Brussels, WI 54204, Phone (920) 495-3162
(Enclose a self-addressed, stamped envelope if you would like verification of your entry)