

UNION GROVE ELEMENTARY SCHOOL

FALL CRAFT FAIR & BAKE SALE

OCTOBER 17, 2015

We hope you choose to participate in our 12th Annual Fall Craft and Gift Fair sponsored by the Union Grove Elementary School. We thank all of our vendors, volunteers, and sponsors from last year. We could not have done it without you!

The craft fair will be held **October 17, 2015** from **9:00AM – 3:00PM** in the our gymnasiums, cafeteria, and hallways of our Elementary School.

GUIDELINES:

Exhibitors must be 18 years of age or older to participate. If you will have children in your booth, they must be over the age of 12.

All items for sale in the craft area must be made by the exhibitor, no ready-made items allowed. A very limited number of direct home sales booths will be allowed. The craft fair committee will tour the booths and if any type of merchandise is found to be unacceptable, you will be asked to remove it from your booth or you will be asked to leave the fair. If you are asked to leave, your entry fee will not be refunded.

The entry fee is payable at the time the application is sent and must be accompanied by the application form. **Application deadline is October 1, 2015 or until all spaces are filled.** Entry fees will be returned if all the spaces are filled. An acceptance postcard will be sent to you during the summer, followed by a confirmation packet after October 1, 2015. **YOU MUST PROVIDE A PHOTOGRAPH, DETAILED DESCRIPTION & PRICE RANGES OF YOUR WORK.** By applying to this Fair, you agree to an inspection of your booth by the Registration Committee. If any items are found to be inappropriate or not handmade, you may be asked to remove them. As this is a school fundraiser, no refunds will be issued in the event of cancellations.

Set-up time will be Friday, October 16 from 5:00pm-7:00pm and Saturday, October 17, 2015 from 6:45-8:45am. Please use the side entrance to the school to check in. On Saturday, after unloading, please move your vehicle to the south side of the school in the back parking lot.

No vehicles should be parked in the NO PARKING AREA on the east side of the school. This area is a fire lane and needs to remain open and free of traffic. Please leave the main parking lot open for customers.

Exhibitors must provide their own booth display. **NO TABLES will be provided by the school.** All displays should be contained within the assigned space(s). No display should obstruct the view of other exhibitors. No nails or tape may be used on the walls. There are a limited number of electrical outlets available (for an additional charge), and these will be reserved on a first-come first-served basis. You must provide your own extension cords that comply with current fire codes. Each booth will be provided with one folding chair. If additional chairs are desired, please indicate that on the application form. Exhibitors must wear an exhibitor name tag provided.

Booth requests: we may not be able to honor all requests for placement; we do our best!

Exhibitors must conform to the Union Grove Joint School District #1 policy regarding a drug-free building, which **prohibits the use of smoking materials and alcohol on school property.**

Mail application to:

Union Grove Elementary School, attn: Jill Brede, 1745 Milldrum Street, Union Grove, WI 53182

Email: jbrede@uges.k12.wi.us or visit our website: www.uges.k12.wi.us

12th ANNUAL UNION GROVE ELEMENTARY SCHOOL CRAFT FAIR APPLICATION

October 17, 2015

Deadline: **October 1, 2015** or until full

NAME _____ BUSINESS NAME _____

EMAIL _____ **BUSINESS WEB:** _____

ADDR: _____ CITY: _____ STATE: _____ ZIP: _____

HOME PHONE: _____ **MOBILE PHONE:** _____

HOW DID YOU HEAR OF OUR FAIR: _____

DESCRIPTION OF CRAFT: _____

BOOTH SPACE: **10' X 10'** @ **\$45.00**/SPACE # OF SPACES _____ PRICE _____

4'D X 8'W @ **\$30.00**/SPACE # OF SPACES _____ PRICE _____

ELECTRICITY: **ADD \$5.00** PRICE _____

Make checks payable to: UGES **TOTAL FEE ENCLOSED** \$ _____

OF CHAIRS REQUESTED: _____

SPECIAL REQUESTS (no guarantee that we can honor all requests):

I, the undersigned, have read, understood and agree to the conditions of the fair and its sponsor, the Union Grove Joint School District #1. I understand that the school district nor craft fair committee members are responsible for any theft, damage to goods or my personal property, before, during or after the fair. I also agree to pay the school district for any repairs for damage to school property that is caused by me within my assigned space.

Signature: _____ Date: _____

_____ I will be setting up on October 16, Friday night from 5-7pm

_____ I will be setting up on October 17, Saturday from 6:45-8:45 am.

For office use only

Date received: _____ Check # _____

1st Confirmation sent _____ 2nd Confirmation sent _____

BOOTH #

Request

Electricity

of Chairs _____