

Burlington Jaycees Arts, Crafts & Vendor Fair

May 27-28, 2017 in Echo Park, Burlington

We are pleased to invite you to participate in the Burlington Jaycees Arts, Crafts & Vendor Fair. Our Fair will be held Saturday, May 27th and Sunday May 28th from 10 a.m. to 4 p.m. in downtown Burlington's beautiful Echo Park. The Burlington Jaycees Arts, Crafts & Vendor Fair takes place during Chocolate Fest weekend. Chocolate Fest is the largest festival that the Burlington Area offers and visitors to the city during the weekend usually total around 35,000. The Burlington Jaycees are not affiliated with Chocolate Fest.

The booth fee is \$70 for the two day fair. **Booth fees for applications postmarked after May 1st are \$80.** Unloading/loading will be available by Jaycees volunteers to those who need it for a \$15 fee (\$20 after the deadline), and includes both. It is first-come, first-served the day of the event. **ATV's cannot be used if the ground is wet.**

Fees will not be refunded for any reason.

There are two ways to apply for a booth. **Option 1:** Complete and return the included application form with your payment and a self-addressed, stamped envelope. Please include at least 2 photos of your work if you did not exhibit last year. **Option 2:** Email a completed application and at least 2 photos of your work if you did not exhibit last year to jayceescraftfair@gmail.com. A Paypal invoice will then be sent to you. There is a \$2.00 fee for this option.

Photos will not be returned. Entry fee is returned if work is not accepted. The selection and review committee reserves the right to limit categories and reject any work it deems unsuitable or non-compliant with its rules. Decision of the committee is final.

If your application is approved by the committee, you will receive an acceptance letter at least **one week prior** to the event with your booth number. Booths are 12'x12' and are arranged throughout the park in the grass. **Once a booth has been assigned, no changes are permitted. Please note: setting up outside of your marked, designated booth space will result in an additional fee the day of the event.** Exhibitors must supply their own display materials, including tables. Tents may be used and may be staked down. Electricity is not available. Only quiet inverter generators operating below 70 decibels will be permitted. Unloading begins at 6:30 a.m.

There will be a security guard patrolling the park Saturday night. You may leave your items in the park overnight, but you are doing so at your own risk.

The fair will be held rain or shine. Dogs are not permitted in the park.

An S-240 Wisconsin Temporary Event Operator and Seller Information form will be required from all vendors and **will need to be turned in prior to set up.** This form will be provided to you upon acceptance to the show.

No vehicles will be permitted in the park. After your items have been unloaded, we ask that you do not leave your vehicle in the parking lot adjacent to the park as we need this space for customers. (Vehicles with handicap parking permits may remain in the parking lot). Further information regarding where to park will be included in the vendor packet.

Proceeds from the fair support various community projects including Safety Town, the community swimming pool, donations to families in need, donations to United Way and other worthwhile causes.

We look forward to seeing you at the fair!
Burlington Jaycees

www.burlingtonjaycees.org | Like us on Facebook – Burlington Area Jaycees

Burlington Jaycees Arts, Crafts and Vendor Fair Application – May 27-28, 2017

Please print clearly. Email completed form and 2 photos of your work to jayceescraftfair@gmail.com (a Paypal invoice will be sent for the total owed plus a \$2.00 fee) OR Mail completed form, along with booth fee (and unloading/loading fee if applicable), self-addressed stamped envelope and 2 photos of your work to:

Burlington Jaycees Craft Fair
PO Box 312
Burlington, WI 53105

For questions please contact: jayceescraftfair@gmail.com

Person to contact: Jodi Cowick (262) 806-8055

Please make checks payable to Burlington Jaycees. Booth fee is \$70 per 12'x12' space if postmarked by May 1st. Fee for applications postmarked after May 1st is \$80. Unloading/loading fee is \$15 (\$20 after May 1st). *Please note: setting up outside of your marked, designated booth space will result in an additional fee the day of the event.

Name _____ Phone _____

Business Name _____

Address _____ City _____ State _____ Zip _____

Email address _____ Website _____

Make, Model & License Plate of vehicle(s) to be used for unloading _____

Description of items to be sold _____

of booths needed _____

Unloading/Loading help needed: Yes _____ No _____ (additional fee of \$15 for this service, \$20 after May 1st)

Where did you hear about this event? _____

By signing below, I agree that I am responsible for loss, theft, damage to items exhibited or other personal property, or for personal injury during the show. I also acknowledge that no provisions will be made for inclement weather and no refunds will be issued. Exhibitors receive full proceeds from the sales. Exhibits must remain open until 4 p.m.

Signature (required) _____ Date _____