



Friends of the Johnson Creek Public Library
125 Lincoln Street
Johnson Creek, WI 53038

President: Pat Giese

V. President: vacant

Secretary: Carol O'Neil

Treasurer: Amy Hanson

friendsofthejcpubliclibrary@gmail.com

HOLIDAY SHOPPING CRAFT & VENDOR FAIR

Dear Crafter/Vendor,

The Friends of the Johnson Creek Library, Inc is hosting a holiday craft and vendor fair on Saturday, November 30, from 9:00-3:00 at the Johnson Creek Elementary School. The Friends support our small but much-loved library. We anticipate considerable community involvement for this event. We aim to have a very successful, very well organized and well-advertised event, with happy customers and happy crafters/vendors. We will be selecting crafters/vendors carefully to ensure we have a high-quality event with no duplicates of companies, or an imbalance in types of products available. Submission of an application is **NOT** a guarantee of your spot. This is in your best interest, as well as ours.

Please read the following information:

- 34 craft/vendor spaces are available.
- Fee \$30.00 per space.
- Space dimensions: 10' X 8' in multi-purpose room, 12' X 6' in hallway
- Return application and \$30.00 check payable to the Friends of the Johnson Creek Public Library Inc, *and mail* to The Friends of Johnson Creek Public Library, Inc. PO Box 130, Johnson Creek WI 53038.
- Send one or two pictures of your product to be used for advertising. Digital pictures are preferred and can be sent to caroljo@tds.net.
- In the event your application is not accepted, we will return your undeposited check to you.
- Once accepted, this booth fee is non-refundable.

Date: November 30, 2019

Time: 9 am-3pm

Location: Johnson Creek Elementary School 355 Milwaukee Street, Johnson Creek, Wi. 53038

- You are responsible for providing and setting up your own display. Please provide your own tables and extension cords. Folding chairs will be provided.
- Booth set-up can begin at 7:45am. Please be fully set up by 9 am. Do not begin to dismantle until 3pm. You are responsible for clean-up of your area after the event. You may park for unloading near the main school doors but then please move your car to the far end of the parking lot for the event.
- All booths must have product to sell. You are also free to take orders. You are responsible for any deliveries and arrangements. The JCPL Friends reserve the right to refuse sale of any unlisted, unapproved, or inappropriate items.
- Silent Auction Donation item: All crafters/vendors must bring an item, valued at \$20 or more presented nice, for the Silent Auction. Auction items will be on display on a table in the foyer of the school.
- You are invited to include a catalog and/or business card along with the auction prize. You will receive a donation receipt for your tax purposes.
- The JCPL Friends 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.
- You are responsible for bringing cash/change, keeping it secure, and charging taxes. The JCPL Friends will not take responsibility for any financial errors or losses.
- You may use the building's wireless internet access.
- There are electrical sockets in the room, but not necessarily available to you at your booth. If you have a specific electrical need for your booth (ie not just for charging a device) please indicate that on the notes section of your application.

Carol O'Neil with any questions 920-699-3682 or email at caroljo@tds.net

HOLIDAY SHOPPING CRAFT & VENDOR FAIR

Name: _____

Phone: _____

Email: _____

Facebook Name: _____

Website: _____

Brief Description of Products/services: _____

Auction Item: Short description _____

_____ Value: _____

Notes: _____

I require: _____ Electrical Outlet

_____ 10'X 8' Booth in multi-purpose room

_____ 12'X 6' Booth in hallway

I have read and agreed to the Crafter/Vendor contract and agree to abide by it.

Signed and Dated _____

Amount Remitted: _____ \$30.00 (one booth _____ \$60.00 (two booths)

Please return this application with your check, payable to the Friends of the Johnson Creek Public Library, Inc. to PO Box 130, Johnson Creek, 53038