



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 and Author

Dear Crafters/Vendors & Authors,

The Friends of the Johnson Creek Library, Inc is hosting a holiday craft, vendor fair and author fair on Saturday November 28, 2020 from, 9:00-3:00 at the Johnson Creek Middle/High School. The Friends support our small but much-loved library. We anticipate considerable community involvement for this event. We aim to have a highly successful, very well organized and well-advertised event, with happy customers and happy sellers. We will be selecting our exhibitors 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.

We would like our author vendors to be available to provide a 20-30 minute time for a group discussion with attendees. This discussion time will be preplanned and advertised and held in a quiet room.

Due to the COVID-19 health emergency, our plan is to hold this event with proper sanitation and physical distancing of the vendor booths.

Please read the following information:

- Fee \$30.00 per space.
- Space dimensions: 10' X 10'
- 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. Applications received by Sept. 15 will be giving priority.
- 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, the booth fee is non-refundable unless we need to cancel the event due to the virus.

Date: November 28, 2020

Time: 9 am-3pm

Location: Johnson Creek Middle/High School 455 Aztalan St. Johnson Creek

- You are responsible for providing and setting up your own display. Please provide your own tables and extension cords. Chairs will be provided.
- Booth set-up can begin at 6:00 PM on Friday Nov. 29 or on Saturday morning Nov. 28 at 7:45. Please be fully set up by 9 am on Saturday. Do not begin to dismantle until 3pm. You are responsible for clean-up of your area after the event. Loading and unloading will be at the main doors of the gym. (Parking lot on the westside of the school.)
- 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.
- Raffle Donation item: All crafters/vendors/authors must donate an item, valued at \$20 or more for the bag raffle. Auction items will be on display on a table in the foyer between the gym and the Weis center.
- 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 outlets 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.
- Reminder: If it should be necessary to cancel the event due to the Covid 19 virus, your registration fee will be refunded. Example: Schools are closed.
- You will be informed via email or phone of the receipt of our application. If accepted, we will hold your check until regulations come from the CDC, the State of Wisconsin, Jefferson County or the Johnson Creek School District. If all is ok we will make the deposit.

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

FRIENDS OF THE JOHNSON CREEK PUBLIC LIBRARY, Inc.
HOLIDAY SHOPPING CRAFT, VENDOR and Author FAIR
Nov. 28, 2020

Name: _____

Phone: _____

Email: _____

Facebook Name: _____

Website: _____

Brief Description of Products/services: _____

Auction Item: Short description _____

_____ Value: _____

Notes: _____

I require: _____ Electrical Outlet

_____ 10'X 10' Booth (state number of booths)

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