



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

President: Phyllis Schicker
V. President: vacant
Secretary: Carol O'Neil
Treasurer: Pat Giese

friendsoftheJCpubliclibrary@gmail.com

HOLIDAY FAIR

Dear Artists, Crafters, Vendors & Authors,

The Friends of the Johnson Creek Public Library, Inc is hosting a Holiday Fair, featuring food products, arts and crafts, products from local entrepreneurs, and authors on Saturday November 29, 2025, from, 9:00-3:00 at the Johnson Creek Middle/High School.

The Friends of the JCPL support our small but much-loved library. We anticipate considerable community involvement in 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 the 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:

- Fee \$50.00 per space
- Space dimensions: 10' X 10'
- Return completed application, signed and dated liability waver, completed Wis Dept of Revenue Vendor Form, S-240 and \$50.00 per booth 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
- or email completed forms and pay with Paypal using QR Code or go to our website <https://www.johnsoncreeklibrary.org/contact/friends> ((please pay the PayPal processing fee)
- Registration deadline Sept. 30 or until filled.
- Checks clearing the bank will be proof of your acceptance.
- Booth assignments will be received upon registration on the day of.
- 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



Date: November 29, 2025

Time: 9 am-3pm

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

Rules and Responsibilities of Vendor and The JCPL Friends

- 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 4:00 PM on Friday Nov. 28 or on Saturday morning Nov. 29 at 7:45. Please be fully set up by 9 am on Saturday. Do not begin to dismantle until 3pm. You are responsible for cleaning 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) Weather permitting southwest gym doors or Weis Center doors may be used.
- All booths must have products to sell. You are also free to take orders. You are responsible for any deliveries and arrangements. The JCPL Friends reserves the right to refuse sale of any unlisted, unapproved, or inappropriate items.
- The JCPL Friends are not responsible for any lost, stolen, or broken merchandise. If any damage 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 rooms, 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.
- You will be informed via email or phone of the receipt of your application.

Carol O'Neil with any questions 920-699-3682 or email at caroljo@tds.net If calling, please leave voice mail on this landline.

FRIENDS OF THE JOHNSON CREEK PUBLIC LIBRARY, Inc.

HOLIDAY FAIR

Nov. 29, 2025

Name: _____

Address: _____ City/State/Zip _____

Phone: _____ Email: _____

Facebook Name: _____

Website: _____

Brief Description of Products/services: _____

Notes: _____

I require: _____ Electrical Outlet (limited availability)

_____ 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: _____ \$50.00 (one booth) _____ \$100.00 (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

Johnson Creek Friends of the Library, Inc. Liability Waiver

All authorized vendors participating in the Johnson Creek Friends of the Library, Inc. Holiday Fair agree that they are independent operators and shall be individually liable for any loss, personal injury, death and/or other damages that may occur as a result of the vendor's negligence or that of its employees, agents, volunteers and associates. All vendors agree to indemnify and hold harmless the Johnson Creek Friends of the Library, Inc. and the Johnson Creek School District. From any loss, costs, damages and other expense, including attorney's fees, incurred by reason of vendor's negligence or intentional misconduct or that of its employees, agents, and associates.

Business Name: _____

Name: _____

Signature: _____

Date: _____

Operator's Wisconsin Tax Number	Event End Date
---------------------------------	----------------

Form S-240

Page _____ of Part C:

Vendor Information

If the vendor does not have a Wisconsin seller permit number and claims their sales are tax exempt, enter the exemption code number provided by the vendor.

- 1 - Exempt sales only or display only 3 - Nonprofit occasional sales exemption
 2 - Multi-level marketing company pays sales tax 4 - Exempt occasional sales

Wisconsin Seller's Permit Number (15 digits starting with 456) 456- -		SSN (last 4 digits)	FEIN (last 4 digits)	Exemption Code
Legal Business Name (if not sole proprietor)		Doing Business As (DBA) Name (if applicable)		
Vendor/Contact Name (Last)	Vendor/Contact Name (First)	Vendor Phone Number		
Mailing Address		Email Address		
City	State	Zip	Multi-Level Marketing Company (if claiming Code 2 above)	