



Friends of the Johnson Creek Public Library

Saturday, November 28, 2026 9:00 AM – 3:00 PM

Johnson Creek School Domes

455 Aztalan Street, Johnson Creek, WI

Dear Artists, Crafters, Vendors & Authors,

You're invited to apply to exhibit at our annual Holiday Market, presented by The Friends of the Johnson Creek Public Library, Inc., on **Saturday, November 28, 2026, from 9:00 AM–3:00 PM** at the Johnson Creek School Domes.

This event will feature handmade arts and crafts, food products, books, unique gifts, and products from local entrepreneurs and small businesses. The Holiday Market is a fundraiser supporting our much-loved community library, and we anticipate strong community participation and attendance.

Our goal is to create a well-organized, high-quality, and well-advertised event that provides a wonderful experience for both shoppers and vendors. To help ensure a balanced and successful market, All submissions will be reviewed for fit, and while space is limited, we appreciate every application!

Please note: Submission of an application does not guarantee acceptance into the event.

Vendor Information

- **Booth Fee:** \$60.00 per space
- **Booth Size:** 10' x 10'
- **Registration Deadline:** September 30, 2026, or until spaces are filled
- **Booth Assignments:** Provided at check-in on the day of the event
- **Refund Policy:** Once accepted, booth fees are non-refundable

Application Requirements

Applications and required forms may be emailed for review. **Once approved by email**, payment may be submitted by:

- Mailing a check to the Johnson Creek Public Library

Friends of the JCPL%
Johnson Creek Public Library
125 Lincoln St
Johnson Creek, WI 53038

- OR.... Using the provided PayPal QR code
(Please include the PayPal processing fee for electronic payments.)



Vendor Rules & Responsibilities

- Vendors are responsible for supplying and setting up their own displays, tables, and extension cords. One chair provided.
- Booth setup will be available:
 - **Friday, November 27, 2026 — beginning at 4:00 PM**
 - **Saturday, November 28, 2026 — beginning at 7:45 AM**
- All booths must be completely set up by **9:00 AM Saturday**.
- Vendors may begin takedown at **3:00 PM Saturday** and are responsible for cleaning their area.

Loading & Unloading Access

- Main gym doors (west side parking lot)
- Weather permitting, the southwest gym doors
- Weis Center doors may also be used

Parking Reminder

PLEASE MOVE YOUR VEHICLE FROM PRIME PARKING LOCATIONS AFTER UNLOADING TO ALLOW ADEQUATE PARKING FOR SHOPPERS.

Additional Information

- All booths must include products available for sale. Vendors may also accept custom or future orders.
- The Friends of the JCPL reserves the right to prohibit the sale of unapproved, unlisted, or inappropriate items.
- Vendors are responsible for all cash handling, taxes, and financial transactions.
- The Friends of the JCPL are not responsible for lost, stolen, or damaged merchandise.
- Vendors will be held responsible for any damage caused to the facility or property.
- Wireless internet access is available within the building.
- Electrical outlets are limited and may not be available at every booth. If you require electricity beyond charging a device, please note your needs on your application.

Advertising

Facebook will be our primary — but not exclusive — method of advertising. Once we have your vendor forms and payment has been received, we will request approved photos and a short description of your products so our marketing materials best represent your business.

Facebook Event:

[Holiday Market Facebook Event](#)

Questions

For questions, please email: **friendsjohnsoncreeklibrary@gmail.com**

We look forward to a festive and successful Holiday Market and appreciate your interest in supporting the Friends of the Johnson Creek Public Library!

Application

To ensure accuracy, you may also complete the electronic version. Upon acceptance the waiver can be signed with payment. <https://forms.gle/dbfuwbwvrzEuD75TA>

Name: _____

Mailing Address: _____

Phone: _____ Email _____

Facebook Name and / or website: _____

Brief Description of Products/services:

Notes: _____

I require: _____ Electrical Outlet (limited availability and location)

_____ Number of 10'X 10' Booth at \$50 per booth

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.

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

Business Name: _____

Name: _____

Signature: _____

Date: _____

Form S-240

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)	