

Muskego Settlement Centre
Third Annual Fall Arts & Crafts Fair
Saturday, September 25, 2010 (9:00am - 3:00 pm)

Contact: Linda Slaby
lindasue2007@yahoo.com
1-262-679-4368

Contract and Registration Form

(Please fill in all areas below. I use email to communicate updated information)

Exhibitor Information:

Exhibitors Name: _____
(First) (Last) (Business Name – if applicable)

Address: _____
(Street) (City, State, Zip) (County)

Telephone: _____ Cell: _____ Fax: _____

Email: _____

Which category do you feel you would fall into – **(Choose one)**: Artist Crafter

Describe your Art or Craft (please be specific):

Please submit (2) pictures of your work with your entry form via (choose one): Mail OR Email

*Email submissions to mhistoricalcraftfair@yahoo.com list your subject line as “MSC Craft Fair – Pics from *Vendor Name*”.

Mail application and check to:

Linda Slaby
W183S7834 Kelly Drive
Muskego, WI 53150 please

Entry Fees/Booth Fees: (early entry is advised)

Applications are accepted on a first come first serve basis and payable upon receipt of application.

Booth Size Fee # of Booths Total Submitted

Outdoor booth fee 10' x 10' \$30.00 \$ _____

Indoor booth fee 8' x 10' \$45.00 \$ _____

*Additional \$5 for Electricity \$5.00 per booth \$ _____

*Additional \$10 Table Fee (limited number available) _____ (# of tables) \$ _____

Total Payment Submitted \$ _____

Unloading will be at the front door of Muskego’s Old Town Hall located at W184 S8074 Racine Avenue just 1/4 mile south of Janesville Road.

Set-up will be 7:00am - 9:00am. You must have your space clean and in order when you close.

Spaces are on a first come first serve basis.

- Limits are put on each type of art and craft to ensure we do not have excessive amounts of any type of art or craft exhibit .
- Spaces will be assigned by the Art and Craft Fair committee.
- We will try to accommodate all requests for those that need **indoor lower level** spots due to disabilities. Please document your request on your application.
- There will be no refunds or cancellations for the September 25th fair after September 1st at 5:00pm.

**Muskego Settlement Centre
Third Annual Summer Arts & Crafts Fair
Saturday, September 25, 2010**

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Refunds:
Fees are non-refundable if entry is cancelled after the 1st of the corresponding fair month. Cancellation must be in written form. Cancellations must be postmarked or emailed and date stamped prior to the 1st of the corresponding fair month to receive a refund. Refunds will be in the form of a check mailed to the vendor based on information provided on the application.

Setup and Take Down:
Vendors and Crafters are allowed to set-up 2 hours prior to the craft fair and take down must be completed 2 hours after the end of the fair.

Liability:

- Muskego Historical Society or its sponsors are not liable in any way for the theft or damage to any property or for injury to the exhibitors or those that accompany them.
- Vendors and Crafters are responsible for the area assigned to them as well as the path upon entrance and exit of Vendor's/Crafter's equipment and materials. **All equipment and displays must be protected from harming the flooring of the buildings.** Excessive weight, as well as, items dragged or forced may cause damage to the floor. All unprotected metal (ie bottoms of tables, chairs, displays, racks, wood shelving) must be protected with some type of material. Vendor or Crafter is fully responsible for protecting their area and will be subject to a fine if damage occurs. Please take all precautions when setting up your booth.
- There is NO SMOKING in buildings.

I have read, understand and will adhere to the liability section of this contract. I have enclosed a total payment of \$_____ to reserve the quantity of booths designated. I understand that payment in full is due with the application. I will make necessary phone calls if any tables and/or electricity are required prior to application. I understand that applications are processed on a first come first serve basis. If a phone call is made to reserve your spot and no money is received within 3 business days, you will forfeit your spot to the next person in line.

Signature_____

_____ Date

Mail Application & Payment to:
Linda Slaby
W183S7834 Kelly Drive
Muskego, WI 53150

Make Checks Payable to:
Muskego Historical Society

Internal Use Only

Application received: _____ Booth # assigned _____

Payment received: _____ Amount: _____

Form of payment: _____

Received by: