



WELCOME & INFORMATION

Brooklyn Annual Fall Arts & Crafts Fair

Dear Crafter/Vendor

Brooklyn's Fall Arts & Crafts Fair is held at the Brooklyn Elementary School. We welcome you to join us for this fundraising event hosted by Brooklyn Recreation. This event is to continue Brooklyn Recreation's mission of enriching the lives of our community with programs and events year round.

Below is the important information for the event - please feel free to contact us with any other questions you may have:

- Day: Saturday, September 2nd, 2017
- Time: 9am-3pm
- Location: Brooklyn Elementary School, 204 Division Street, Brooklyn, WI 53521
- Advertising: We advertise via social media, local newspaper, fliers, eblasting, road signage, word of mouth etc. The turnout for our event has been good and we work with other local community events to further promote our event.
- Single booth rental start at:
 - Booth 8x8 will be \$40
 - Booth 10x10 will be \$50 (**Crafter Only**)
- No Refunds*/ No Rain Date
- Booths are rented on a first come, first serve basis. We reserve the right to limit the number of Vendors and also reserve the right to limit the number of vendors in a particular category (i.e. jewelry).
- Vendors: Please follow any rules and regulations with regard to your Direct Home Business Corp. Company.
- Vendors may not sell any type of alcoholic beverages of any kind, or any products that are deemed to be offensive.
- Participants are responsible for the set-up and clean-up of their booths. Participants cannot impair others booths (i.e. sign or display blockage). Vendors will not be allowed to move booth locations once a booth has been assigned. No exceptions. Booth Setup Starts at 7AM (Setup must be complete at 8:45am) on day of event (unless other arrangements are made) and tear down starts at close of event till 4PM.
- Crafters/Vendors keep all profits from their booths.
- Vendors that **tear down and/or leave the event early WITHOUT prior notice** to event coordinator will be not be asked to come back for the 2018 event. It is unfair to BOTH the customers, vendors and coordinator. Family Emergencies CAN happen but in the least come talk to an event staff rather than "leaving without notice".
- Parking: We would like you to park in the back corner of the lot EXCEPT for handicap/medical reasons - as parking near the building is for our visitors. Please follow any and all parking signs.
- We print out a list of all vendors and pass them out at the welcome table. It is important for you to share all business contact information so that we can better promote you in the days after with that flier. Any emails/phone numbers will be assumed to be personal unless stated otherwise and will NOT be published in any public distribution(s)

Complete all components of the registration form on the next page to apply for a booth at the Brooklyn Fall Arts & Craft Fair so that we may serve you as well as possible (please *make checks out to 'Brooklyn Recreation'*). Thank you for your support. We're grateful for your efforts & contribution,

~Brooklyn Recreation Committee

Questions? Contact Brooklyn Recreation via email: recreation@brooklynwi.gov

**Cancellation Policy: If a crafter/vendor cancels after 07/15/2017, they will forfeit their Rental Fee.*



Brooklyn Recreation Committee
is part of The Village of Brooklyn
PO Box 189, 210 Commercial Street,
Brooklyn, WI 53521

www.brooklynwi.gov
www.brooklynrecreation.org
www.facebook.com/BrooklynRecWI
www.twitter.com/BrooklynRecWI



2017 APPLICATION

Brooklyn Annual Fall Arts & Crafts Fair

RETURN this Application A.S.A.P.

I agree to participate in the full day event as Vendor/Exhibitor in this event.

Full Name: _____
Address: _____ City: _____ State: _____ Zip: _____
Phone: (____) _____ Email: _____
Business Name: _____ Direct Home Sales Business? ___ Yes or ___ No
Brief description of product(s): _____

Website: www. _____ Facebook.com/ _____ twitter.com/ _____

**Please email us a high resolution (300 DPI) logo of your business in the size of 10"x10" (So we can use it for Advertising)*

Vendor fee of is based on the size of the booth. Please check the size below:
___ \$50 - (10'x10' Booth - Crafters Only) ___ \$40 (8'x8' Booth)

OPTIONAL ITEMS:

_____ Yes, I **Require** Electrical Access.

Electricity is limited and available on a first come, first serve basis. You must bring your own electrical cords, extensions and any office supplies (i.e. Duct tape) needed to setup your booth

_____ Yes, I **Require** a Table

We have a limited number of tables available at no extra charge to you. Venders are responsible to bringing their own table cloths, or table skirts for their display(s). We will only provide **one table per request**.

_____ I Have Special Booth Requests/ Accommodation(s) Listed Below:

(We will try our best to accommodate you based on first come first served basis)

Mail Form and Payment to:

Fall Arts & Crafts Fair,

C/O Stacey Hardy/Erika Klahn, PO Box 189, 210 Commerical Street, Brooklyn, WI 53521

Questions? Contact Brooklyn Recreation via email: recreation@brooklynwi.gov

**Cancellation Policy: If a crafter/vendor cancels after 07/15/2017, they will forfeit their Rental Fee.*



Brooklyn Recreation Committee
is part of The Village of Brooklyn
PO Box 189, 210 Commercial Street,
Brooklyn, WI 53521

www.brooklynwi.gov
www.brooklynrecreation.org
www.Facebook.com/BrooklynRecWI
www.Twitter.com/BrooklynRecWI