



# Kohler School Friends Holiday Arts & Crafts Fair



**Saturday, November 23, 2019**

**9:00 A.M. – 4:00 P.M.**

**KOHLER PUBLIC SCHOOL**

333 Upper Road, Kohler, WI 53044

*(One block from the American Club's Wisconsin Holiday Market)*

Website: <http://www.ksfcraffair.com>

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**TO APPLY, PLEASE SUBMIT:**

1. Completed application form (permit # and signature required).
2. Stamped, self-addressed legal size envelope (large enough to return your photographs).
3. Photos required: 3 of art/craft and 1 of booth display, you must include booth display  
All exhibitors must submit photos (photos will be returned).
4. Mail completed application to **Holiday Arts & Crafts Fair**  
c/o Kohler School Friends  
333 Upper Road  
Kohler, WI 53044

**THIS IS A JURIED SHOW, VIA APPLICATIONS COMMITTEE.**  
**WE HAVE LIMITED BOOTHS PER CATEGORY. (THIS IS TO BE FAIR TO YOU THE EXHIBITOR)**  
 WE WILL HAVE THREE JURY DATES BEFORE JUNE (February, April, May)  
 APPLICATION DEADLINE FOR JURYING IS APRIL 30, 2019.

**AFTER APRIL 30, 2019,**

*APPLICANTS WILL ONLY BE CONSIDERED IF SPACE IS AVAILABLE FOR THAT PARTICULAR CATEGORY,  
& PROCESSING TIME MAY BE DELAYED.*

**CONFIRMATIONS WILL BE SENT TO THE E-MAIL ADDRESS ON YOUR APPLICATION.**  
*(or mailed if you do not have email)*

Questions? Email us at: [ksfcraffair@kohler.k12.wi.us](mailto:ksfcraffair@kohler.k12.wi.us)  
Phone: 920-459-2920 Ext. 7505

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**GUIDELINES**

- All merchandise must be created by the exhibitor and of suitable quality for an arts & crafts fair.
- Management reserves the right to inspect all displays and exhibitor agrees to remove immediately any merchandise management considers inappropriate or misrepresented.
- No commercial products except educational and arts & crafts related items that have been submitted and approved by fair officials.
- Exhibitors must provide their own display materials and display their work during all the hours the fair is open.
- **NO EARLY TAKE DOWNS!** Exhibitors who disregard this rule will be denied admission into future craft fairs.
- Booths should be decorated in an attractive manner. All tables must have some type of matching covering on front and sides.
- Limit 2 booth space rentals per exhibitor.
- Electricity is available in a limited number of booth spaces (\$12 per application), and must be requested. Confirmation e-mail will confirm availability.
- Registration is not transferable and if accepted, registration fee is non-refundable.
- Cancellations require reasonable notification to management or exhibitor will forfeit registration fee and may jeopardize consideration for participation in future fairs.
- Exhibitor's Booth must be set up and exhibitor must be present for Safety Check by 8:30 a.m. day of show.
- All sales will be conducted between exhibitor and purchaser.
- All proceeds from management sponsored sales (i.e. admission, raffle, food sales, etc.) will be sole property of the management.

Date: \_\_\_\_\_ Exhibitor Signature: \_\_\_\_\_

APPLICATION

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Please complete form, sign on both side's information and application, and mail in with, photos and a stamped, self-addressed envelope.

Name: \_\_\_\_\_ Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail (1): \_\_\_\_\_ Email (2): \_\_\_\_\_

Phone: \_\_\_\_\_ Website: \_\_\_\_\_

**Seller's Permit # or Social Security # (Required. We will not consider application without it):** \_\_\_\_\_

Description of items being sold:  
\_\_\_\_\_  
\_\_\_\_\_

Mdse. Price Range: \$ \_\_\_\_\_ - \$ \_\_\_\_\_ CATEGORY: \_\_\_\_\_

### Booth Information:

Number of 10 x 10 booths requested: \_\_\_\_\_ \$70.00 per 10x10 Booth Requested **Before** April 30, 2019 (postmark)

Number of 10 x 10 booths requested: \_\_\_\_\_ \$80.00 per 10x10 Booth Requested **After** April 30, 2019 (postmark)

Electricity (Limited availability - \$12 fee per applicant): Yes No **DO NOT send any money at this time.**

Table needs (Limited availability - \$15 fee per applicant): Yes No **You will be invoiced if accepted.**

***As this is a school fundraiser, we will be raffling donated merchandise and would greatly appreciate your support!***

Special Request \_\_\_\_\_

### RELEASE, HOLD HARMLESS, AND INDEMNIFICATION AGREEMENT

1. The undersigned Exhibitor, in consideration of the School District of Kohler extending permission to Exhibitor to use part of the School District of Kohler premises, 333 Upper Rd., Kohler, Wisconsin, hereinafter the "Site," on November 23, 2019 for the purpose of displaying and selling arts and crafts in the course of the Kohler School Friends 2019 Holiday Arts & Crafts Fair, agrees to the following terms and conditions:
2. Exhibitor is informed and acknowledges that the School District of Kohler and the Kohler School Friends have and assume no responsibility for the supervision of persons present upon the Site in the course of setting up, removing and participating in the Holiday Arts & Crafts Fair, to include conduct on the part of such persons which may result in damage, destruction, or theft of Exhibitor's goods.
3. Exhibitor will take all steps reasonably necessary to assure that the display and sale of Exhibitor's goods and all other conduct on the part of the Exhibitor and Exhibitor's agents and employees will not endanger the safety and welfare of any persons present upon the Site in the course of setting up, removing and participating in the Holiday Arts & Crafts Fair.
4. Exhibitor is informed and acknowledges that Exhibitor is not a named insured under any policy of liability insurance which may have been acquired by the School District of Kohler and the Kohler School Friends and that liability insurance coverage is not provided to the Exhibitor by the School District of Kohler and the Kohler School Friends.
5. Exhibitor will take all steps reasonably necessary to protect and safeguard the premises of the Site from damage, vandalism, extra-ordinary wear and tear, or other adverse effects caused by or arising out of the conduct on the part of the Exhibitor and the agents and employees of the Exhibitor in the course of setting up, removing, and participating in the Holiday Arts & Crafts Fair.
6. Exhibitor, on its behalf and on behalf of its agents, employees, and any and all persons participating in the display and sale of Exhibitor's goods in any manner, releases, forever, discharges, and agrees to indemnify and hold harmless the School District of Kohler and the Kohler School Friends, their officials, agents and employees, and their successors, individually and in their official capacity, from all claims, rights, causes of action, damages and demands whatsoever, including, but not limited to, all liability and judgments for personal injuries, known and unknown, property damage, costs, loss of services or expenses of any type, including attorney fees, which any person may have against all and each of the forgoing School district entities and affiliated persons, arising out of, relating to, concerning or in any way connected with use of the Site for the use of displaying or selling Exhibitor's goods, during the Kohler School Friends 2019 Holiday Arts & Crafts Fair on November 23, 2019.

Date \_\_\_\_\_

Exhibitor Signature \_\_\_\_\_