

ST. GERMAIN COLORAMA CRAFT EXHIBITOR GUIDELINES 2017

EVENT NAME	EVENT DATE	SHOW HOURS	EARLY REGISTRATION SPACE FEE	LATE REGISTRATION SPACE FEE
Colorama	Saturday, Sept. 16 th , 2017	10am – 4pm	(before 9/1/17) \$60.00	(after 9/2/17) \$75.00

Space Rental Fee

- The fee MUST be paid before a space will be assigned. No post-dated checks will be accepted. A \$30 service charge will be assessed for any check returned to us for non-sufficient funds. We accept all major credit cards; you can fill in your credit card information on the application or phone us with that information.
- **All space contracts are non-refundable and non-transferable for one year to the next.**
- If registration is received within a week of either show, checks will not be accepted. Payment must be made by either cash or credit card.

Space Appearance:

- No chairs or displays are allowed outside of your assigned 10x10 space.
- All displays and exhibits must comply with the rules and regulations of the local fire department. Fire exits, alleys and aisles must be kept open at all times.
- No table will be provided or rented to exhibitors.
- All trash from your booth must be disposed of prior to your departure. There are ample trash receptacles available.

Show Times and Rules:

- Set-up time begins at 7:30 am for Colorama.
- Exhibitors must begin set up by 1 hour prior to show starting time. Any exhibitors who have not begun set up 1 hour prior to show starting time will be considered a **no-show** and the space will be re-assigned.
- Colorama Exhibitors must be ready for business by 9:30 am, no exceptions.
- You may park near your space for unloading, but you must move your vehicle to the main parking lot during the show. **You may NOT park by your space unless handicap plates are present. THERE WILL BE NO EXCEPTIONS.**
- Exhibitors may not begin dismantling until the posted closing time of 4pm for Colorama. **Early removal is strictly prohibited and will jeopardize the exhibitor's chance of being invited to future shows.**

Juried Requirements:

- Only handcrafted items made by the seller may be displayed for sale.
- Imports, manufactured items or screen print will not be accepted.
- All applications must include the following.
 1. Payment in full. We accept checks, money orders, MasterCard or Visa.
 2. **A self-addressed, stamped envelope** large enough for the return of your photos and confirmation. Minimum size 4-1/8" x 9-1/2".
 3. **Photos of your work in progress and finished product.** Some photos must show work during the creation process. Photos showing only complete work will not qualify.
 4. Your Wisconsin Tax Account Number or Social Security Number. State law requires us to report the names of all show participants to the Wisconsin Department of Revenue.
- You will forfeit your space if ANY of the above listed items are not adhered to or missing from your application.

Harassment or verbal abuse of anyone associated with the event or guests is strictly prohibited. Any complaints regarding such conduct will result in the removal of the exhibitor. All space contracts are non-refundable and non-transferable.

Please have business cards or other materials with your name, address, and phone number available for customers. Often we receive phone inquiries after the shows from potential customers. We cannot guarantee that we will be able to provide them with your information.

By St. Germain Town Ordinance, no carry-ins of any alcoholic beverages will be permitted and no overnight parking will be allowed in any Town Park in St. Germain.

2017 ST. GERMAIN AREA CHAMBER OF COMMERCE COLORAMA CRAFT EXHIBITOR APPLICATION

I understand that by signing this application it becomes a contract when accepted by the St. Germain Area Chamber of Commerce. I agree to abide by all rules and regulations set forth for the event(s). I further understand that by signing this application I assume all responsibility for my own exhibit and will not hold the St. Germain Area Chamber of Commerce or its representatives responsible for theft, damage or personal injury.

NAME (FIRST) _____ (LAST) _____

STREET ADDRESS _____

CITY _____ STATE _____ ZIP _____

HOME or CELL PHONE (_____) _____ E-MAIL _____

WISCONSIN TAX ACCT. # 004-0000- OR SOCIAL SECURITY # _____

SIGNATURE _____ AMOUNT ENCLOSED \$ _____ PICTURES ENCLOSED: Y N

All of the above items are required to be filled out!

EVENT NAME	EVENT DATE	OUTSIDE SPACE #	INSIDE SPACE #	EARLY REGISTRATION SPACE FEE	LATE REGISTRATION SPACE FEE
Colorama	Saturday, Sept. 16 th , 2017			(before 9/1/17) \$60.00	(after 9/2/17) \$75.00

All booth sizes are 10' deep x 10' wide with some walking room between each space

- All Spaces will be assigned on a first come first serve basis, they are not held from year to year
- Payment in full is required before any space will be assigned. Any registrations received within a week of the show must be paid by cash or credit card, as checks will not be accepted
- A minimum of 3 pictures showing both finished product and your work during the creation process are required with your entry. Photos can be emailed to sgevent@frontier.com or mailed to the address below.
- **Enclose a self-addressed stamped envelope with proper postage for the return of your confirmation letter and photos.**

Make checks payable and Mail to: **St. Germain Chamber of Commerce**

Credit Card Type (MC, VISA, Discover, Am Express) (Circle One)

P.O. BOX 155

Number _____ Exp. _____ CVC _____

St. Germain, WI 54558

Please list below the types of crafts/items you will be selling. The Chamber reserves the right to refuse and/or remove any Non-Hand-Crafted items during our craft oriented events. THIS IS REQUIRED TO BE FILLED OUT.

Description of Craft _____

You may also access this application online at www.st-germain.com

Craft space contracts are non-refundable and non-transferable.
Note: credit card transactions will be subject to a 3% additional fee.