

33rd Annual Art Fair on the Courthouse Lawn

Saturday June 8, 2019 | 9 am to 3 pm

Booth Application and Exhibitor/Vendor Requirements

THIS APPLICATION SHALL BECOME A CONTRACT UPON ACCEPTANCE BY THE RHINELANDER AREA CHAMBER OF COMMERCE AND UPON RECEIPT OF FULL PAYMENT OF REGISTRATION FEE.



Booth Prices and Sizes

Arts & Crafts

Single: 10' x 10' - \$75
Double: 10' x 20' - \$100
Triple: 10' x 30' - \$125

Food

Single: 10' x 10' - \$150
Double: 10' x 20' - \$250

Overview

- ◆ The Chamber reserves the right to make booth location adjustments as deemed necessary for the successful operation of the event.
- ◆ Booth spaces may not be transferred, sold or sublet.
- ◆ No electricity or security is provided.
- ◆ All sales activities and displays must be confined to exhibitor booth space.
- ◆ All participants are responsible for making sure their exhibition area is clean of waste during and after the show.
- ◆ Exhibitors shall furnish their own tables, chairs and tent canopies.
- ◆ All participants will refrain from the operation of any machine, or to project sound at a level, which might be objectionable or interfere with the overall success and enjoyment of the event.
- ◆ All participants will provide any safety guards, shields, or precautions to prevent possible injury to event attendees, residents and visitors (includes tent weights). We strongly recommend food vendors have a working fire extinguisher in the booth.
- ◆ All participants agree not to distribute any dangerous or harmful articles of any kind.
- ◆ *No refunds will be issued. Event held rain or shine.*

Exhibitor Application Acceptance

- ◆ Arts and Crafts Exhibitors must send pictures of themselves physically producing their items, as well as pictures of the final products to be sold, to the Chamber with their application in order for the Art Fair Committee and Chamber staff to deem products acceptable. Food Vendors must provide a complete list of items to be sold.
- ◆ If Exhibitors participated in a previous show, photos are not required.

Set Up - 5:30 am to 9 am

- ◆ **Early Set Up is Prohibited**
- ◆ **ALL PARTICIPANTS MUST CHECK IN at the Chamber booth BEFORE setting up.**
- ◆ Exhibitors may park on the street near their booth for unloading. Vehicles must be moved immediately after unloading.
- ◆ **Vehicles must be parked no later than 8:30 a.m. Unmoved vehicles will be towed at owner's expense.**
- ◆ Certain areas and streets will be barricaded for concession and safety purposes.
- ◆ *Please Be Cooperative and Respectful of Fellow Exhibitors.*

Tear Down - 3pm

- ◆ No tables or materials may be removed before 3:00 p.m.
- ◆ Exhibitors may park near their booth for loading AFTER 3:00 p.m.
- ◆ **Vehicles must be moved immediately after loading, or they will be towed at the owner's expense.**

Products Sold

The Chamber reserves the right to question, deny and remove any exhibitor and/or products that do not comply with the rules and integrity of the show. Failure to comply with the rules may result in expulsion from the show without refund.

- ◆ Participants must present their OWN work. ALL ARTS OR CRAFT ITEMS MUST BE HANDMADE.
- ◆ NO PRE-PURCHASED, MASS PRODUCED OR IMPORTED ARTS OR CRAFT ITEMS WILL BE PERMITTED.
- ◆ Reproductions must be signed and numbered.
- ◆ Comply with all State, County and City ordinances which govern the operation of public events.

Parking

- ◆ No overnight camping is permitted in the city limits of Rhineland. Please contact the Chamber for a list of accommodations.
- ◆ Driving on the Courthouse lawn/grass areas (County property) is prohibited.

Applications will be reviewed at Art Fair Committee meetings, and exhibitors and vendors accepted will receive notification of the Art Fair Committee's determination.

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Completed form, full payment and tax form must be returned to the Chamber.



FIRST NAME: _____ LAST NAME: _____

BUSINESS NAME: _____

PHONE #: _____ EMAIL ADDRESS: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

WI SELLER'S PERMIT #: _____

PLEASE INCLUDE A COMPLETED WI TAX FORM S-240

PLEASE INDICATE TYPE OF CATEGORY:

- | | | | |
|--|---|--|--------------------------------------|
| <input type="checkbox"/> WOODWORKING (Non-Furniture) | <input type="checkbox"/> GLASS ITEMS | <input type="checkbox"/> FURNITURE | <input type="checkbox"/> CLOTHING |
| <input type="checkbox"/> JEWELRY | <input type="checkbox"/> METAL | <input type="checkbox"/> PAINTINGS | <input type="checkbox"/> PHOTOGRAPHY |
| <input type="checkbox"/> FABRIC | <input type="checkbox"/> OTHER (Describe Below) | <input type="checkbox"/> FOOD (Describe Below) | |

Complete Description of Items: *(Please include pictures of the process and products for all Non-Food Items)*

BOOTH LOCATION REQUESTED FOR 2018 ART FAIR: _____

We will do our best to accommodate requests but they are not guaranteed – we reserve the right to make adjustments as deemed necessary.

- Arts & Crafts** - Single: 10' x 10' - \$75 Double: 10' x 20' - \$100 Triple: 10' x 30' - \$125
Food - Single: 10' x 10' - \$150 Double: 10' x 20' - \$250

FULL PAYMENT AND TAX FORM MUST BE INCLUDED TO RESERVE BOOTH SPACE. NO EXCEPTIONS.

By signing this application, I assume all responsibility for my exhibit and hereby release the Rhinelander Area Chamber of Commerce, Chamber employees and volunteers, the event sponsor and its employees and volunteers, the City of Rhinelander and Oneida County from claims of loss or damage of any kind. I have read the terms of the Art Fair on the Courthouse Lawn and I understand and agree to comply with the requirements and rules. I also certify that all items displayed and sold in my booth have been designed and created by me from raw materials and not manufactured items I purchase and amended.

By signing this application, I hereby release and agree to hold harmless the Rhinelander Area Chamber of Commerce, Chamber employees and volunteers, the event sponsor and its employees and volunteers, the City of Rhinelander and Oneida County from any damage to my property or any personal injury which I or my employees/helpers may sustain while participating at the Art Fair on the Courthouse Lawn. Further, I agree to abide by the rules for participation as listed in this agreement. I understand that failure to follow the policies and guidelines may result in expulsion from the Art Fair on the Courthouse Lawn and face any legal action that may result from the Exhibitor's actions. I agree to be responsible for all applicable local, state and federal taxes. I understand that the Chamber and related organizations do not carry insurance to cover personal property, and that all exhibit materials and products related to the Art Fair on the Courthouse Lawn are stored and displayed at the my own risk. The Rhinelander Area Chamber of Commerce suggests all Exhibitors maintain their own insurance. The Chamber will not be responsible for the safety of property from theft, damage from fire, water, storm or any other causes. Participants are advised to carry insurance for loss and public liability. Participants are charged with knowledge of all applicable laws, ordinances and regulations. The Chamber reserves the right to restrict exhibits because of noise, method of operation, materials, or for any reason that becomes objectionable. The Chamber also reserves the right to prohibit or evict participants who may detract from the general character of the Art Fair as a whole. The Chamber will not provide any refunds. The Art Fair will be held rain or shine on Saturday, June 9, 2018. **THERE IS NO RAIN DATE.**

Signature: _____ Date: _____

CHECK PAYABLE TO: RACC (Rhinelander Area Chamber of Commerce)

RHINELANDER AREA CHAMBER OF COMMERCE | POST OFFICE BOX 795 | RHINELANDER, WI 54501
715-365-7464 | www.RhinelanderChamber.com

Chamber Use Only -

Date Received _____	Juried _____	Accepted _____	Booth # _____
Paid: Check # _____	Cash _____	Credit Card _____	Staff Name _____