

Dear Exhibitor,

The New Berlin Junior Woman's Club (NBJWC) is looking for quality exhibitors like you, to participate in our 30<sup>th</sup> Annual Fall Harvest Arts & Craft Fair.

**The event will take place on Saturday, October 20th, from 9am until 3pm.** The fair will be held again at the Ronald Reagan Elementary School, 4225 S Calhoun Rd, New Berlin. We have space for over 120 exhibitors, all on one floor. The majority of our booths are now 8'x10' (see application for more details). **Plan to apply early, our jewelry booths are sold out in the gym and commons area (hallway only available as of February, 2012).** Aside from crafts, NBJWC offers a bake sale, and a wide menu item kitchen, featuring our Craft Fair chili. We also offer a lunch delivery service, for items off our menu, to our crafters.

Exhibitors may set up their displays between 6:30am and 9am on October 20th. We will also be allowing set-up for our crafters who so request on Friday evening from 7:00 – 8:30 pm. If this would be helpful for you, please let us know on your application. Regarding tear down, removal of merchandise and displays, from the school, must not start prior to 3pm and must be completed by 4:30pm.

NBJWC will provide publicity to include posters, signs, flyers, newspaper notices and radio coverage when available. Advertising flyers to hand out at other fairs will be sent to you with a confirmation of your booth number or can be downloaded at our website.

Please read the Exhibitor Agreement included. Fill out the application and please return it promptly if you have specific location requests (include several options or we will assign nearest available if your request is already reserved). **All other applications are accepted on a first come first serve basis, unless we receive too many of the same items, when they too will be limited to provide variety.**

We have enclosed a map of the school and have listed current booth numbers that are available. We will not be able to guarantee booth numbers or locations, but will try very hard to accommodate individual requests. You will receive a confirmation via mail within several weeks of receipt of your application or a call if your application is pending.

Please visit our website [www.newberlinjuniors.org](http://www.newberlinjuniors.org) for more information about our organization. Additional forms and advertising flyers will also be available on the website.

Sincerely,

Linda Arend  
Co-Chair 2012 Craft Fair

4138 S. Regal Manor Ct.  
New Berlin, WI 53151  
262-385-6303

**Exhibitor Agreement for the NBJWC  
2012 Fall Harvest Arts & Craft Fair**

1. Location: Ronald Reagan Elementary School, 4225 S. Calhoun Road, New Berlin
2. **Setup: Saturday October 20th, 2012 6:30AM - 9AM or Friday evening, by request.**
3. Only handcrafted/artisan items will be accepted for display. The NBJWC reserves the right to reject any application, which it feels is not appropriate for the theme of the fair.
4. A photograph or website displaying your art/craft(s) is to be included in the application (unless previously submitted). Photographs may be returned the day of the fair unless a stamped self-addressed envelope is provided.
5. The NBJWC will accept applications for the available spaces on a first come first serve basis, except as noted for jewelry exhibitors. Space sizes are approximately 8'X10' in the gym and 6'x9' in the commons area, 4 ½'X13' in the hallway.
6. The fee of \$55.00 for a Gym booth, \$50.00 for a Commons booth or \$45.00 for a Hallway location shall accompany the application, if it is to be considered. An additional \$5.00 should also be included if you need an electrical hookup (available only in booths 1-24, 61-78, 89-103 and 114-121) supplied to your booth. Should NBJWC deny the application for any reason, the fee shall be refunded in full. **If an exhibitor is unable to attend the Fall Harvest Arts & Craft Fair after the application has been submitted, fee will only be refunded if booth space is refilled.**
7. Exhibitors shall provide their own tables/displays. **All tables and display units must have rubber or covered bottoms. Due to the special wood floor in the gym, exhibitors must take extra precautions to make sure displays do not have sharp or rough edges.** A mat or floor covering provided by you, the exhibitor, is recommended but not mandatory. We will have cardboard available if needed. Exhibitors will be held responsible for any damages to the floor. All display tables shall be draped or otherwise covered.
8. NBJWC reserves the right to re-arrange displays that may inhibit traffic flow through the fair.
9. Exhibitors are responsible for the collection and remission of appropriate sales tax to the State of Wisconsin.
10. Exhibitors shall display a professional appearance and bearing.
11. Exhibitors are forbidden from selling food or drink items, without NBJWC consent.
12. Exhibitors must be 18 years of age or older.
13. No alcoholic beverages or smoking shall be allowed on the premises.
14. Each exhibitor shall be responsible for cleaning his/her area prior to departure at the end of the fair. Exhibitors are expected to pack and leave the building by 4:30 p.m.
15. Each exhibitor shall be responsible for the care and sale of his/her own items, and/or exhibits. Each exhibitor is responsible for his/her own cash box and change.
16. Exhibitors bringing children to the fair shall be responsible for the conduct of those children as well as any damage done by them.
17. **Any questions regarding this fair or future NBJWC Craft Fairs should be directed to NBJWC, not Ronald Reagan School.**
18. The NBJWC is not responsible for any torts or acts of negligence committed by exhibitors while on the premises.
19. The NBJWC will not be responsible for any lost, stolen or damaged merchandise and/or the personal property of exhibitors.
20. **Crafters are required to move their vehicles to the playground area west of the main parking lot or the lot south of the main lot after unloading.** Let's make sure our attendees have plenty of parking spaces. It will benefit us all.

**EXHIBITOR'S APPLICATION  
NEW BERLIN JUNIOR WOMAN'S CLUB (NBJWC)  
2012 FALL HARVEST ARTS & CRAFT FAIR  
Saturday, October 20<sup>th</sup>, 2012**

Date: \_\_\_\_\_ Telephone: \_\_\_\_\_

Exhibitor Name (please print): \_\_\_\_\_

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

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

**Please print clearly**

Description of craft item(s): \_\_\_\_\_

**Name of business or craft item as you would like it to appear in our program (28 character limit):** \_\_\_\_\_

Preference(s):    Gymnasium \_\_\_\_\_    Commons Area \_\_\_\_\_    Hallway \_\_\_\_\_  
(note booth #'s)        8'x10'(\$55)                      6'x9' (\$50)                      4 ½'x13' (\$45)

Electrical outlet needed? Yes \_\_\_\_\_ No \_\_\_\_\_

A fee of \$5.00 will be charged. (One extension cord per booth paid will be provided.)

**Note – electrical service is only available in booths #1-24, 61-78 in the Gym, and all Commons and Hallway areas.**

TOTAL FEE(S):    Booth alone, no electric:    \$55.00, \$50.00 or \$45.00  
   Booth plus electric:                      Add \$5.00

I have read the exhibitor's agreement and will abide by its terms.

EXHIBITOR'S SIGNATURE: \_\_\_\_\_

Please return this signed application with payment (please make checks payable to **NBJWC**) and a photograph of your craft items or website for review if not previously submitted.

Are you willing to display/make copies of our advertising flyer for use at other fairs?

\_\_\_\_\_No    \_\_\_\_\_Yes    Preferred Size: 8 ½ x 11 \_\_\_\_\_    4 to a page \_\_\_\_\_

Via Mail or Email: \_\_\_\_\_? (circle preferred)

If available, would you be interested in a Friday evening set-up option from 7:00 – 9:00 p.m.?

\_\_\_\_\_No    \_\_\_\_\_Yes    We will confirm if this is available.

To park in our lot we will require your vehicle model(s) and license number(s) in advance:

Vehicle #1 Model: \_\_\_\_\_ License #: \_\_\_\_\_

If applicable, Vehicle #2 Model: \_\_\_\_\_ License #: \_\_\_\_\_

Mail to:        **Linda Arend**  
                    **4138 S. Regal Manor Court**  
                    **New Berlin, WI 53151**

Date Fee Rec'd \_\_\_\_\_

Amount Paid \_\_\_\_\_

Mailed Confirm \_\_\_\_\_

Booth # \_\_\_\_\_