

**EXHIBITOR'S APPLICATION - NEW BERLIN JUNIOR WOMAN'S CLUB (NBJWC)  
2023 FALL HARVEST ARTS & CRAFT FAIR -- Saturday, October 21, 2023**

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

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

Business Name, if applicable: \_\_\_\_\_

Tax ID #: 456-\_\_\_\_\_ and/or Last 4 Digits SS#: \_\_\_\_\_

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

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 \_\_\_\_\_  
(indicate booth #'s) 8' D x 10' W (\$55) 6' D x 9' W (\$50) 4½' D x 13' W (\$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 available in booths #1-24 in the Gym and Hallway areas 99-125.**

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.

Would you be interested in Friday evening set-up from 7:00 – 8:30 p.m.?

\_\_\_\_ Yes \_\_\_\_ No

**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**  
**13435 W. Foxwood Drive**  
**New Berlin, WI 53151**  
**arend724@gmail.com**

Date Fee Rec'd \_\_\_\_\_  
Amount Paid \_\_\_\_\_  
Mailed Confirmation \_\_\_\_\_  
Booth # \_\_\_\_\_

## Exhibitor Agreement for the NBJWC 2023 Fall Harvest Arts & Craft Fair

1. Location: Ronald Reagan Elementary School, 4225 S. Calhoun Road, New Berlin, WI 53151
2. **Setup: Saturday, October 21, 2023 6:30 - 9 a.m. or Friday, October 20, 7:00 - 8:30 p.m.**
3. ***Only handcrafted/artisan items will be accepted for sale.*** The NBJWC reserves the right to reject any application, which it feels is not appropriate for the theme of the fair or when categories of crafts fill up. We do limit the number of similar crafts and repeat vendors at our discretion.
4. A photograph of your art/craft(s) is to be included in the application (unless previously submitted). We can also view your items at a website, if available.
5. The NBJWC will accept applications for the available spaces on a first received basis. ***Space sizes are 8'D X 10'W in the gym and 6'D X 9'W in the commons area, 4 ½'D X 13'W in the hallway. Booth sizes indicated are Depth X Width. We are unable to honor requests for double or multiple booths per participant, due to space limitations.***
6. The fee of \$55.00 for a Gym booth, \$50.00 for a Commons 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 and 99-125) supplied to your booth. Should NBJWC deny the application for any reason, your check will be destroyed. 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 the booth space is refilled. Any cancellations received the week of the event will not be considered for refund due to time constraints.
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. Exhibitors will be held responsible for any damages to the floor. All display tables shall be draped or 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. You must provide your Sales Tax # or the last 4 digits of your Social Security # if you are Exempt (sales <\$2000 annually) to participate.**
10. Exhibitors are forbidden from selling food or drink items, without NBJWC consent. No alcoholic beverages or smoking shall be allowed on the premises.
11. 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.**
12. 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.
13. Exhibitors bringing children to the fair shall be responsible for the conduct of those children as well as any damage done by them. Exhibitors themselves must be 18 years of age or supervised.
14. **Any questions regarding this Fair or future NBJWC Craft Fairs should be directed to NBJWC, not Ronald Reagan School.**
15. The NBJWC is not responsible for any torts or acts of negligence committed by exhibitors while on the premises.
16. The NBJWC will not be responsible for any lost, stolen, or damaged merchandise and/or the personal property of exhibitors.
17. **Crafters are required to move their vehicles to the playground area west of the main parking lot after unloading.** Let's make sure our attendees have plenty of parking spaces. **We will monitor the lot and crafters who do not comply will not be allowed back the following year!**
18. **You will be provided with one Exhibitor Badge for identification in your envelope the day of the event. These are reused each year, so please return them at the end of the day.**