

KTEC's 6th Annual Craft and Vendor Fair

The fair will be held Saturday, September 23rd, 2017, 9:00am to 3:00pm at the
Kenosha School of Technology Enhanced Curriculum (KTEC) West Campus
5710 32nd Ave, Kenosha, WI 53144



As a participating vendor, you agree to the following fees, policies, and arrangements:

SET-UP/BREAKDOWN:

Vendors are expected to set up between 7:00am – 9:00am on Saturday morning. Vendors must complete their set up by 9:00am. Break down can start no sooner than 3:00pm, and must be completed by 4:00pm. Vendors are responsible for their spaces. Before leaving be sure your area is clean and trash-free.

SPACE ALLOCATION:

The Craft & Vendor fair committee will assign vendor spaces. Placement, flow and competition will be taken into consideration to provide the best experience for Craft & Vendor Fair attendees. If you have special space or other needs, they must be indicated on your application and the committee will make every effort to accommodate you. Each crafter will get an 8 foot space. Open flames are not allowed in the building. If you choose to purchase a space with electricity, please provide your own extension cord.

STAFF:

Each vendor is responsible for the conduct of their representative and activities must not detract from the image or welfare of the fair. Booths must be manned at all times. KTEC is not responsible for merchandise or display materials.

FEES:

	Early Bird*		Standard Pricing	
Floor space	<u>8'x3'</u>	<u>8'x8'</u>	<u>8'x3'</u>	<u>8'x8'</u>
Vendor provides own table	\$25	\$35	\$30	\$40
KTEC provides one 6 foot table	\$30	\$40	\$35	\$45
KTEC provides electricity & one 6 foot table	\$35	\$45	\$40	\$50

*Early Bird pricing is granted to paid and signed applications received by 6/30/17.

If your contract is postmarked by Dec 31, 2016, you will receive \$5.00 off the Early Bird prices.

VENDOR RAFFLE:

As part of an additional fundraiser, we require each vendor to donate an item to be used in our Vendor Raffle during the fair. There is an option to add \$20 to your booth fee in lieu of an item donation. Funds raised from the raffle benefit the students' 8th grade Washington, DC trip.

CANCELLATION POLICY:

If for some reason, you need to cancel your registration, you must do so before September 1st, 2017 to receive a full refund. Cancellations after September 1st will not be refunded. Checks will not be returned. They will be shredded or you may pick up at the KTEC East Campus at 6811 18th Avenue, Kenosha WI 53143.

****KTEC is not responsible for any loss, such as shoplifting or damage, to vendor products that may occur during the event.****

Revised 9/21/16

KTEC's 6th Annual Craft & Vendor Fair Application

September 23th, 2017 9am- 3pm

Application deadline is Friday, September 1, 2017



To reserve your space at the Craft/Vendor Fair:

1. Complete this application form (include special needs and/or requests.)
2. MAKE CHECK PAYABLE TO KTEC.
3. Send application to:

KTEC East Campus
Attn: Laura Nichols
6811 18th Ave
Kenosha, WI 53143
(262) 359-3800

****Please note the fair takes place at our KTEC West Campus, 5710 32nd Ave****

Organization Name: _____ Contact Name: _____

Address: _____ City _____ State _____ Zip _____

Email: _____ Phone(____) _____ Phone(____) _____

Name as it will appear on KTEC printed materials (i.e. table tent, posters, handouts).

Examples: "Jane Doe, ABC Company" "ABC Company" "ABC Company, Jane Doe" "Jane Doe"

Type of Product: _____ Art _____ Handmade _____ Jewelry _____ Craft _____ Wood Works _____ Food Items

_____ Toys _____ Pet Items _____ Home Sales _____ Other: _____

Specific items to be sold: _____

Please check one (required):

- Raffle item to be donated - Description: _____
- \$20 donation enclosed

Other information or special requests: _____

FEES: Please circle the booth price you are requesting.

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By signing this form, I, the Vendor, agree to abide by all the Craft & Vendor Fair policies and arrangements. I accept full responsibility for my products, displays, etc. and any claims for damages resulting from my participation in this event. KTEC and Kenosha Unified School District employees and representatives are in no way responsible for my actions or liable for any personal injury or damage to my products. I understand that the following are prohibited: possession or use of intoxicants or controlled substances, smoking in buildings and on school property, and lit candles or open flames.

Signature: _____ Date: _____

Revised 9/21/16