



# KTEC's 7<sup>th</sup> Annual Craft and Vendor Fair



The fair will be held Saturday, September 22<sup>nd</sup>, 2018: 9:00am to 3:00pm at the **Kenosha School of Technology Enhanced Curriculum (KTEC) West Campus**  
**5710 32<sup>nd</sup> 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 a 10 foot space. Due to the nature of the facilities, individual requests for changes in temperature and lighting cannot be addressed. Open flames are not allowed in the building. If you choose to purchase a space with electricity, please provide your own extension cord (at least 10 feet).

**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	
	<u>10'x4'</u>	<u>10'x8'</u>	<u>10'x4'</u>	<u>10'x8'</u>
Floor space				
Vendor provides own table	\$25	\$35	\$30	\$40
KTEC provides one 8 foot table	additional \$5		additional \$5	
Electricity needed	additional \$5		additional \$5	

\*Early Bird pricing is granted to paid and signed applications received by 6/30/18.

**If your contract is postmarked by Dec 31, 2017, 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' 8<sup>th</sup> grade Washington, DC trip.

**CANCELLATION POLICY:**

If for some reason, you need to cancel your registration, you must do so before September 1<sup>st</sup>, 2018 to receive a full refund. Checks will not be returned. They will be shredded or you may pick up at the KTEC East Campus at 6811 18<sup>th</sup> Avenue, Kenosha WI 53143. Cancellations after September 1<sup>st</sup> will not be refunded.

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



# KTEC's 7<sup>th</sup> Annual Craft & Vendor Fair Application

## September 22nd, 2018 9am- 3pm

Application deadline is Wednesday, September 5th, 2018



**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 and if you would like electricity**

	<b>Early Bird*</b>		<b>Standard Pricing</b>	
	<u>10'x4'</u>	<u>10'x8'</u>	<u>10'x4'</u>	<u>10'x8'</u>
Floor space				
Vendor provides own table	\$25	\$35	\$30	\$40
KTEC provides one 8 foot table	additional \$5		additional \$5	
Electricity needed	additional \$5		additional \$5	

**\*Early Bird pricing is granted to paid and signed applications received by 6/30/18.**

**If your contract is postmarked by Dec 31, 2017, you will receive \$5.00 off the Early Bird prices.**

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: \_\_\_\_\_