

## EXHIBITOR GUIDELINES 2012

Event	Dates	Show Hours	Space Rental Fee	Be ready to sell by:
Christmas in July	July 5	9 am – 3 pm	\$50	8:30 am
Colorama	Sep 22	9 am – 3 pm	\$50	8:30 am

1. Space Rental Fee

- The fee **MUST** be paid before a space will be assigned. No post-dated checks will be accepted. A \$30 service charge will be assessed for any check returned to us for non-sufficient funds. We also accept MasterCard and Visa; you can fill in your credit card information on the application or phone us with that information.
- **All space contracts are non-refundable and non-transferable.**
- If registration is received within a week of either show, checks will not be accepted. Payment must be made by either cash or credit card.

2. Space Appearance:

- No chairs or displays are allowed outside of your assigned 10x10 space.
- All displays and exhibits must comply with the rules and regulations of the local fire department. Fire exits, alleys and aisles must be kept open at all times.
- No table will be provided or rented to exhibitors.
- All trash from your booth must be disposed of prior to your departure. There are ample trash receptacles available.

3. Show Times and Rules:

- Exhibitors must begin set up by 1 hour prior to show starting time. Any exhibitors who have not begun set up 1 hour prior to show starting time will be considered a no-show and the space will be re-assigned.
- Exhibitors must be ready for business ½ hour prior to show starting time.
- You may park near your space for unloading, but you must move your vehicle to the main parking lot during the show. **You may NOT park by your space unless handicap plates are present.**  
**THERE WILL BE NO EXCEPTIONS**
- Exhibitors may not begin dismantling until the posted closing time of 3:00 pm. Early removal is strictly prohibited and will jeopardize the exhibitor's chance of being invited to future shows.

4. Juried Requirements:

- Only handcrafted items made by the seller may be displayed for sale.
- Imports, manufactured items or screen print will not be accepted.
- All applications must include the following.
  1. Payment in full. We accept checks, money orders, MasterCard or Visa.
  2. **A self-addressed, stamped envelope** large enough for the return of your photos and confirmation. Minimum size 4-1/8" x 9-1/2".
  3. **Photos of your work in progress and finished product.** Some photos must show work during the creation process. Photos showing only complete work will not qualify.
  4. Your Wisconsin Tax Account Number or Social Security Number. State law requires us to report the names of all show participants to the Wisconsin Department of Revenue.
- You will forfeit your space if ANY of the above listed items are not adhered to or missing from your application.

5. Harassment or verbal abuse of anyone associated with the event or guests is strictly prohibited. Any complaints regarding such conduct will result in the removal of the exhibitor. All space contracts are non-refundable and non-transferable.

6. Please have business cards or other materials with your name, address, and phone number available for customers. Often we receive phone inquiries after the shows from potential customers. We cannot guarantee that we will be able to provide them with your information.

7. By St. Germain Town Ordinance, no carry-ins of any alcoholic beverages will be permitted and no over night parking will be allowed in any Town Park in Saint Germain.