



Memorial Craft Show

Dr. Kate Museum

Saturday, May 27, 2017

9:00 a.m. - 3:00 p.m.

Woodruff Town Hall

1418 1st Ave, (Hyw 47E) Woodruff, WI 54568

Entry Fee \$45.00 Per Space Inside
or outside.

QUICK FACTS:

- This is the third year of the Memorial Craft Show.
- The show will be part of a Memorial Celebration including a Car Show and a Parade.
- All entries will be selected based on handmade/craft quality, uniqueness and diversity. The number of similar crafts will be regulated.
- Check-in with an event staff member is required. There is no early set up allowed.
- All spaces are 10'x10'.
- There are only 14 indoor spaces available, **(YOU MUST IDENTIFY THAT YOU NEED/WANT AN INDOOR SPACE AT THE TIME YOU APPLY, THEY WILL BE ALLOTTED ON A FIRST COME BASIS).**
- All spaces will be assigned. Crafters will receive their space number once they have checked-in with event staff.
- There is no early take down, unless directed by event staff.
- Payment **MUST** accompany your application (no postdated checks).

ENTRY DEADLINE / REQUIREMENTS:

- There will be a limited number of booth spaces available for the show.
- Early return of your application is encouraged, as exhibitors will be accepted on a first come, first serve basis based on product. Indoor spaces and spaces with electricity are limited and will be assigned on a first come, first serve basis, as well.
- **NO REFUNDS** will be given, unless the Town/Dr. Kate Museum cancels the show or your entry is denied.
- **PHOTOS of the products you are selling are required**—you must send at least 3 photos of your original, handmade work and the production process, along with your application and payment. If you make and sell more than one type of craft, we require that you indicate that on your application and include photos of all items. Any categories not indicated on the application will be disallowed.

WISCONSIN SELLERS PERMIT:

All participants must have a Wisconsin seller's permit number and indicate permit # and license plate number on entry form prior to acceptance of entry. To receive a Wisconsin Mobile Seller's Permit, write to: **Wisconsin Department of Revenue, P.O. Box 8902, Madison, WI 53708, or call: (608) 266-2776.**

HANDMADE PRODUCTS:

The Dr. Kate Museum restricts any art or craft not fully handmade by the artist/crafter that wishes

to sell products at our shows. **Items that will not be accepted include: pre-purchased, imported or mass-produced items. No food products!** Reproductions must be signed and numbered as to the size of the edition. Even though you are accepted into the show, the Show Manager will have full authority to disallow any exhibit that she/he feels has been mass produced or pre-purchased from a professional dealer or another source.

DISPLAYS:

- Event staff will monitor the set-up of all booths.
- Participants must furnish their own tables, chairs, tents, extension cords and any display materials.
- Electricity will be available to a limited number of exhibitors, first come, first serve (limited)—**Bring your own cords!**
- All sales activities must be confined to the limits of the craft booth size.
- Spaces may not be sublet or shared without the consent of the Show Manager.
- Distribution of circular or promotional material will not be allowed unless approved by the Dr. Kate Museum in advance.
- The Dr. Kate Museum reserves the right to restrict exhibits which, because of noise, method of operation, materials or for any reason, become objectionable, and also to prohibit or evict participants who may detract from the general character of the exhibit or event as a whole.
- Under no circumstances will the Town/Dr. Kate Museum be liable for the loss or damage to work or displays (participants are advised to carry insurance for loss and public liability and will acknowledge all local laws, ordinances and regulations).

APPLICABLE SALES TAXES:

Collection of State and County (Oneida) sales tax (5.5%) is the responsibility of each exhibitor.

CHECK-IN & PARKING:

- Confirmation and check-in times will be sent by postcard at least one week prior to the show. ****if you plan to travel to the show early, please notify the Dr. Kate Museum so we can send your information before you leave. ****
- **BOOTH NUMBERS WILL BE ASSIGNED UPON YOUR ARRIVAL.**
- All booths should be ready for sales by the start time of the show.
- All vehicles must be removed from the show area immediately after setting-up. There are public lots within one to three blocks of the show. We can direct you to these parking areas when you check in.
- The Town of Woodruff/Dr. Kate Museum is not responsible for any parking tickets that may be issued during set-up or on the day of the show.
- **NO OVERNIGHT PARKING or CAMPING is allowed at the show site.**

CLEAN UP:

No exhibits, tables or materials may be removed before the show's advertised end time. Early dismantling may result in being denied participation in future shows. Upon disassembly of your craft booth, it is necessary to clean the entire area of your exhibit of all debris, cords, etc.

These regulations have been formulated for the best interests of all concerned. All points not covered are subject to the decision of the Dr. Kate Museum Board

Please contact us if you have any questions:

Mike or Marsha Doud

Attn: Craft Show

PO Box 354 Woodruff, WI 54568

Phone: (715) 356-5562

Email: mmdoud92@yahoo.com



Dr. Kate Museum
Po Box 851, Woodruff, WI 54568
MEMORIAL CRAFT FAIR
Saturday, May 27, 2017
Town Hall Grounds, Woodruff, WI
9:00 a.m. - 3:00 p.m.
Setup - Starting at 7:am on May 27, 2017

(PLEASE TYPE OR PRINT CLEARLY AND COMPLETELY)

Exhibitor Name: _____

Business Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone# (daytime): _____ Email: _____

Website Address: _____

WI Seller's Permit No.: _____ If none, list Social Security No.

Vehicle License Plate #: _____ State: _____

Make of Vehicle: _____

Booth Dimensions: _____

Specify ALL crafts/artwork to be displayed & sold at show:

Three (3) photos must accompany application (start, midpoint, and final product) and each different type of craft/artwork must be shown in the photos.

COST PER SPACE (10'X10') \$45.00

No. Of spaces _____ Electricity* Yes/No Total Amount Enclosed _____ Check #

***Only one plug in will be allowed per vendor, and is assigned on a first come, first serve basis and at Dr. Kate Museum's discretion.**

I assume all responsibility for my exhibit and hereby release the Town of Woodruff/D. Kate Museum from claims of loss or damage of any kind. I have read the terms of the Dr. Kate Museum Memorial Craft Show and I understand and agree to comply with the requirements and rules. **I also certify that the products displayed and sold in my booth have been designed and crafted by me from raw materials and not manufactured items I purchased and amended.**

Signed:

Date / /

Mail to: Dr. Kate Museum Craft Show, P.O. Box 354, Woodruff, WI 54568
Include Self Addressed Envelope

FOR Dr. Kate Museum Use ONLY:

Date received / / by:

Check#	Amount\$	Reply sent
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