

Exhibitor Agreement for Trinity United Church of Christ (TUCC)
2017 Craft Fair – “A Fair for All Seasons”
OCTOBER 14, 2017 – 9:00 A.M. – 3:00 P.M.

- Location: Trinity United Church of Christ, (TUCC), 4435 N. Calhoun Rd. Brookfield, WI, 53005
- Setup opportunities:
 - **Friday**, October 13, 2017 from 6:00 P.M. to 8:30 P.M.
 - **Saturday**, October 14, 2017, 7:00 A.M. – 8:45 A.M.
 - **Outdoor set-up time** – Saturday, October 14, 2017 - 7:00 A.M. – 8:45 A.M.
- **Only handcrafted/artisan items will be accepted for display.** TUCC reserves the right to reject any application which it feels is not appropriate for the theme of the fair
- This is not a juried show; however, you may submit photos if you are unsure about your crafts. We will let you know if the craft is acceptable by email within five (5) business days
- TUCC will accept applications for the available spaces on a first-come, first-served basis. Booth sizes are approximately 6x11, 7x10, 8x9, 8x10, 9x9, and 10x13, in the lower level of the church. A freight elevator is available for use in transporting. Please reference attached floor plan for sizes and location
- Rental fees: Note (two (2) folding chairs will be provided in each booth)
 - Booth space – 60-72 square feet - \$40.00
 - Booth space – 80-90 square feet - \$50.00
 - Booth space – excess of 90 square feet - \$60.00
 - Outdoor space - \$25.00, **NOTE, outdoors only** – rain or shine – \$25.00
 - 2-1/2 ft. x 8 ft. tables are available - \$5.00 each
 - Electric hookup is available in most booths - \$5.00 (see diagram for locations)
 - All charges beyond booth space shall accompany the application to be considered
 - Should TUCC deny an application for any reason, the fee shall be refunded in full
 - **Refund policy:** Six (6) weeks prior to show, full refund; Four (4) weeks prior to show, one-half refund; two weeks or less, No Refund. Fees will not be refunded for no-show vendors the day of the Fair
- Other than rented tables, exhibitors are to provide their own display materials. All display tables shall be draped or otherwise covered. Containers are to be out of sight
- TUCC reserves the right to re-arrange displays that may inhibit traffic flow through the fair
- Exhibitors are responsible for the collection and remission of appropriate sales tax to the State of Wisconsin
- Exhibitors shall display a professional appearance and bearing
- Exhibitors must have consent from TUCC to sell food or drink items
- Primary exhibitor must be 18 years of age or older
- Alcoholic beverages shall not be served nor is smoking allowed on the premises
- Each exhibitor shall be responsible for cleaning her/his area prior to departure at the end of the fair. Exhibitors are expected to pack and leave the building by 4:45 P.M. However, not prior to Fair's ending time which is 3:00 P.M.
- Each exhibitor shall be responsible for the care and sale of her/his own items, and/or exhibits.
- Each exhibitor is responsible for her/his own cash box and change
- Exhibitors bringing children to the fair shall be responsible for supervising children
- TUCC is not responsible for any torts or acts of negligence committed by exhibitors while on the premises. Nor will TUCC be responsible for any lost, stolen or damaged merchandise and/or the personal property of exhibitors
- Crafters are required to move their vehicles to the designated parking area once unloaded. Parking attendants will direct you to the appropriate area. Premium parking spaces will be reserved for shoppers attending the fair

Questions regarding this fair should be directed to:
Marlene Helinski (262-246-3258)