



ART & CRAFT FAIR

November 2, 2024 9:00 a.m. – 3:00 p.m.

Artist Name: _____ Business Name: _____

Street Address: _____

City: _____ Home Phone: _____

State: _____ Cell Phone: _____

Zip: _____ Email: _____

Space Reservation: Early registration will ensure your place at the Art & Craft Fair. **2 Booths Max**

Booth: 8x10
10' L x 8' W
\$50.00

Hallway:
2 Tables/ 2 Chairs
\$35.00

Booth Size needed (circle one)	Booth or Hallway	
Do you want <u>ONE</u> 8ft Table? (Booth Space)	YES	NO
Do you want ONE or TWO chair(s)? (circle)	YES	NO
Do you want an electrical outlet? (\$5.00 cost)	YES	NO

Describe Your Art or Craft: _____

Any other additional info I need to know about your requested space (re: corner spot, etc...)? _____

CONDITIONS OF REGISTRATION:

- Artist must sign, date and return the enclosed REGISTRATION form with payment.
- ***We are a Church/School, please sell/display only appropriate items (non-offensive). Example: No toy guns, etc.***
- Only artists exhibiting their own original, hand-crafted works of art are allowed to participate in the fair.
- If you need to cancel your registration, you must notify Trina Paske (608.244.3045) four weeks before date of Fair to receive a refund. Note: No refunds will be given because of adverse weather conditions.
- ***Eastside will have volunteers to help with unloading and loading.***
- Eastside assumes no responsibility for lost, stolen or damage goods or exhibits.
- Artists are responsible by law to pay applicable state and federal taxes on work sold.

***Make check payable to:
EASTSIDE LUTHERAN SCHOOL***

Mail registration form & payment to:
School Secretary - Trina Paske
2310 Independence Lane
Madison, WI 53704

Please direct all questions and concerns to: **Trina Paske**
email: eastside.lutheran.craftfair@gmail.com
phone: 608.244.3045

I agree to all the conditions listed above:

Signature: _____

Date: _____



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FAIR DAY SET UP:

Here are a few items to guarantee a safe set-up and take down.

LOCATION OF: EASTSIDE LUTHERAN CHURCH & SCHOOL

2310 Independence Lane Madison, WI 53704

(Note: We are located off of East Washington, across from East Towne Mall, by McDonalds)

LOADING AND UNLOADING: *Eastside will have volunteers to help with unloading and loading.*

IMPORTANT: Vehicles may be brought up to the front door of Eastside Lutheran School for set up and tear down hours only. When you have completed unloading and loading - Please be courteous and MOVE your vehicle on the street behind the softball/soccer field.

PARKING:

Parking for vendors is available on the street behind the softball/soccer field.

SET-UP:

Set up is available ***AND ENCOURAGED*** on Friday, November 1, 2024 from 3:30 p.m. – 7:00 p.m.

Saturday, November 2, 2024 set up from 7:00 a.m. – 8:00 a.m.

Vendors are expected to provide labor and necessary materials to set up their own booth space.

Looking forward to a great event.

Please direct all questions and concerns to: **School Secretary - Trina Paske**

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