



ART FAIR ON THE *Courthouse Lawn*

SATURDAY JUNE 8, 2024 9AM to 3PM
**BOOTH APPLICATION &
EXHIBITOR/VENDOR REQUIREMENTS**

Booth Prices and Sizes

ARTS & CRAFTS

Single: 10' x 10' - \$75

Double: 10' x 20' - \$100

Triple: 10' x 30' - \$125

FOOD

Single: 10' x 10' - \$150

Double: 10' x 20' - \$250

Overview

- ◆ The Chamber reserves the right to make booth location adjustments as deemed necessary for the successful operation of the event.
- ◆ Booth spaces may not be transferred, sold or sublet.
- ◆ No electricity or security is provided.
- ◆ All sales activities and displays must be confined to exhibitor booth space.
- ◆ All participants are responsible for making sure their exhibition area is clean of waste during and after the show.
- ◆ Exhibitors shall furnish their own tables, chairs, tent canopies.
- ◆ All participants will refrain from the operation of any machine, or to project sound at a level, which might be objectionable or interfere with the overall success and enjoyment of the event.
- ◆ All participants will provide any safety guards, shields, or precautions to prevent possible injury to event attendees, residents and visitors (includes tent weights). We strongly recommend food vendors have a working fire extinguisher in the booth.
- ◆ All participants agree not to distribute any dangerous or harmful articles of any kind.
- ◆ **No refunds will be issued. Event held rain or shine.**

Exhibitor Application Acceptance

- ◆ Arts and Crafts Exhibitors must send pictures of themselves physically producing their items, as well as pictures of the final products to be sold, to the Chamber with their application in order for the Art Fair Committee and Chamber staff to deem products acceptable. Food Vendors must provide a complete list of items to be sold.
- ◆ If Exhibitors participated in a previous show, photos are not required.

Set Up - 5:30 am to 8:30 am

- ◆ **Early Set Up is Prohibited**
- ◆ **ALL PARTICIPANTS MUST CHECK IN at the Chamber booth BEFORE setting up.**
- ◆ Exhibitors may park on the street near their booth for unloading. **Vehicles must be moved immediately after unloading to a designated parking area.**
- ◆ **Vehicles must be parked no later than 8:30 a.m. Unmoved vehicles will be towed at owner's expense.**
- ◆ Certain areas and streets will be barricaded for concession and safety purposes.
- ◆ **Please Be Cooperative & Respectful of Other Exhibitors.**

Tear Down - 3 pm

- ◆ No tables or materials may be removed before 3:00 p.m.
- ◆ Exhibitors may park near their booth for loading AFTER 3:00 p.m.
- ◆ **Vehicles must be moved immediately after loading, or they will be towed at the owner's expense.**

Products Sold

The Chamber reserves the right to question, deny and remove any exhibitor and/or products that do not comply with the rules and integrity of the show. Failure to comply with the rules may result in expulsion from the show without refund.

- ◆ Participants must present their OWN work. **ALL ARTS OR CRAFT ITEMS MUST BE HANDMADE.**
- ◆ **No pre-purchased, mass produced or imported arts or craft items will be permitted.**
- ◆ Reproductions must be signed and numbered.
- ◆ Comply with all State, County and City ordinances which govern the operation of public events.

Parking

- ◆ No overnight camping is permitted in the Rhinelander city limits. Contact the Chamber for a list of accommodations.
- ◆ Driving on the Courthouse lawn/grass areas (County property) is prohibited.

Applications will be reviewed by the Art Fair Committee, and exhibitors and vendors accepted will receive email notification of the Art Fair Committee's determination.

37th Annual Art Fair on the Courthouse Lawn-Sat June 8, 2024 9am-3pm

LAST NAME: _____ FIRST NAME: _____

REQUIRED S-240 VENDOR INFORMATION

(If vendor does not have WI Seller permit number & claims their sales are tax exempt, exemption code number must be provided by vendor)

- Exemption Codes: 1) Exempt sales only or display only 3) Nonprofit occasional sales exemption
2) Multi-level marketing company pays sales tax 4) Exempt occasional sales

WI Seller's Permit # (15 digits starting with 456): _____ SSN (last 4 digits): _____

FEIN (last 4 digits): _____ EXEMPTION CODE: _____

LEGAL BUSINESS NAME (If not Sole Proprietor): _____

DOING BUSINESS AS (DBA) NAME (If applicable): _____

PHONE #: _____ MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

EMAIL ADDRESS: _____

MULTI-LEVEL MARKETING COMPANY (if Claiming Code 2 Above): _____

PLEASE INDICATE TYPE OF CATEGORY:

- | | | | |
|--|---|--|--------------------------------------|
| <input type="checkbox"/> WOODWORKING (Non-Furniture) | <input type="checkbox"/> GLASS ITEMS | <input type="checkbox"/> FURNITURE | <input type="checkbox"/> CLOTHING |
| <input type="checkbox"/> JEWELRY | <input type="checkbox"/> METAL | <input type="checkbox"/> PAINTINGS | <input type="checkbox"/> PHOTOGRAPHY |
| <input type="checkbox"/> FABRIC | <input type="checkbox"/> OTHER (Describe Below) | <input type="checkbox"/> FOOD (Describe Below) | |

COMPLETE DESCRIPTION OF ITEMS: (Please include pictures of the process and products for all Non-Food Items) (Feel free to attach)

BOOTH LOCATION REQUESTED FOR 2024 ART FAIR: _____

We will do our best to accommodate requests but they are not guaranteed—we reserve the right to make adjustments as deemed necessary.

BOOTH SPACES WILL BE ASSIGNED WHEN YOU CHECK IN WITH THE CHAMBER UPON ARRIVAL.

- ARTS/CRAFTS -** SINGLE: 10' X 10' - \$75 DOUBLE: 10' X 20' - \$100 TRIPLE: 10' X 30' - \$125
- FOOD VENDOR -** SINGLE: 10' x 10' - \$150 DOUBLE: 10' x 20' - \$250

FULL PAYMENT AND S-240 INFO MUST BE INCLUDED TO RESERVE BOOTH SPACE. NO EXCEPTIONS.

Food Vendors: HEALTH DEPARTMENT FORMS WILL BE EMAILED TO YOU ONCE YOU COMPLETE FOOD VENDOR APP.

By signing this application, I assume all responsibility for my exhibit and hereby release the Rhinelander Area Chamber of Commerce, Chamber employees and volunteers, the event sponsor and its employees and volunteers, the City of Rhinelander and Oneida County from claims of loss or damage of any kind. I have read the terms of the Art Fair on the Courthouse Lawn and I understand and agree to comply with the requirements and rules. I also certify that all items displayed and sold in my booth have been designed and created by me from raw materials and not manufactured items I purchased and amended.

By signing this application, I hereby release and agree to hold harmless the Rhinelander Area Chamber of Commerce, Chamber employees and volunteers, the event sponsor and its employees and volunteers, the City of Rhinelander and Oneida County from any damage to my property or any personal injury which I or my employees/helpers may sustain while participating at the Art Fair on the Courthouse Lawn. Further, I agree to abide by the rules for participation as listed in this agreement. I understand that failure to follow the policies and guidelines may result in expulsion from the Hodag Heritage Festival and face any legal action that may result from the Exhibitor's actions. I agree to be responsible for all applicable local, state and federal taxes. I understand that the Chamber and related organizations do not carry insurance to cover personal property, and that all exhibit materials and products related to the Art Fair on the Courthouse Lawn are stored and displayed at the my own risk. The Rhinelander Area Chamber of Commerce suggests all Exhibitors maintain their own insurance. The Chamber will not be responsible for the safety of property from theft, damage from fire, water, storm or any other causes. Participants are advised to carry insurance for loss and public liability. Participants are charged with knowledge of all applicable laws, ordinances and regulations. The Chamber reserves the right to restrict exhibits because of noise, method of operation, materials, or for any reason that becomes objectionable. The Chamber reserves the right to prohibit or evict participants who may detract from the general character of the Art Fair as a whole. The Chamber will not provide any refunds. In the event of flood, fire, strike, riot, civil commotion, and act of God, other uncontrollable circumstance, the Chamber may decide to cancel the event. Otherwise, the Art Fair will be held rain or shine on Saturday, June 8, 2024. THERE IS NO RAIN DATE.

Signature: _____ Date: _____

CHECK PAYABLE TO: RACC (Rhinelander Area Chamber of Commerce)

POST OFFICE BOX 795 | RHINELANDER, WI 54501 | 715-365-7464 | www.RhinelanderChamber.com

Chamber Use Only: Date Received _____ Juried _____ Accepted _____ Staff _____ Type of Payment: _____