PLEASE READ THE FOLLOWING INFORMATION CAREFULLY PRIOR TO COMPLETING THE APPLICATION ON THE REVERSE SIDE!

Dear Exhibitor—

On Saturday, November 19, 2016, Harborside’s PTSO will be sponsoring its 2\textsuperscript{nd} Annual Craft & Gift Fair. The fair will be located in the Harborside gymnasium, 913 57\textsuperscript{th} Street, Kenosha, WI. The time of the fair is 8:00 am until 2:00 pm. Setup will be the morning of the event starting at 6:30 a.m. Exhibitors must be set up before 8:00 am and may not take down their exhibit (unless sold out) before 2:00 pm.

We will advertise our Fair in local newspapers (Racine and Kenosha) and will also place posters, flyers and yard signs in businesses in the Kenosha/Racine area.

Food and beverages will be available for purchase during the pancake breakfast, with donation (8a.m.-11:00 a.m.). A lunch option of Hot Dog, Chips and Drink will also be available for $4.00 from 11:30 a.m.-1:30 p.m.

**FEES AND APPLICATION PROCESS**

Space fee $20.00 (bringing own tables)... $25.00 (we supply table)  
Electric Space fee $30.00 (Bringing own tables)...$35.00 (we supply tables)  
ALL PARTICIPANTS ARE ASKED TO DONATE A RAFFLE ITEM!

**All entry fees are non-refundable.**

Applications will be accepted until the fair is full. We will be accepting and assigning spaces on a first come, first serve basis. **Thus, early submission of application is suggested.**

Exhibitors will be categorized as **CRAFT OR GIFT** exhibitors.

**CRAFT EXHIBITORS:** Craft exhibitors are artists or craftsmen who exhibit and sell work which they design and make themselves.

**GIFT EXHIBITORS:** Gift exhibitors (commercial) are those who display and sell items made by others and are commercially produced. Gourmet foods fall into this category. **Only one** of each type of commercial vendor is allowed in the Fair. Selection is on a first-come, first-served basis. Please apply early to secure your place.

**Please contact Carrie or Sue at 262 359 8400 to reserve space.**

**MAILING INSTRUCTIONS**

Submit all applications to the following address:  
Harborside PTSO – Craft Fair  
913 57\textsuperscript{th} Street  
Kenosha, Wisconsin 53140

**Entry fee and raffle item due by Nov. 1\textsuperscript{st}, 2016**
2016 Harborside PTSO Craft & Gift Fair
Exhibitor Application

Name ____________________________________________
(Please list your name not a business name)

Address ____________________________________________

City State Zip ____________________________________________

Telephone: Home (__)____________________________
Cell (__)____________________________

Email ____________________________________________

Please list the items to be exhibited.
________________________________________________________
________________________________________________________
________________________________________________________

Exhibitor’s requests:
(We cannot guarantee special requests) __________________________

Space fee $20.00 (bringing own tables)... $25.00 (we supply table)
Number of 9’ X 10’ Spaces ______
*Each space is supplied with one 8ft. table for a $5 fee unless you specify that
you will bring your own table. You are allowed to bring in additional tables/shelves,
however you must fit into the 9x10 space.

Number of 9’ X 10’ ELECTRIC Spaces ______
Electric Space fee $30.00 (Bringing own tables)...$35.00 (we supply tables)

ALL SPACES REQUIRE A DONATION TO RAFFLE!

Total Amount Enclosed: __________________________

NOTE: Checks returned for insufficient funds will be considered a show cancellation but said exhibitor
will be responsible for payments of a $25.00 returned check fee.

Type of Craft or Gift

Please check all that apply:

_____ Basketry
_____ Candles, Wax products
_____ Ceramics
_____ Crocheted, Knitted
_____ Dolls
_____ Framed Art
_____ Floral
_____ Food items (Gourmet, pre-packaged)
_____ Gift items – describe
_____ Holiday decorations
_____ Jewelry
_____ Metals / Iron works
_____ Stained glass / Glass products
_____ Photography
_____ Paintings
_____ Quilts, Needlework, Clothing
_____ Soaps, Lotions
_____ Woodworking / Furniture

Other (please describe below):

_____ __________________________
_____ __________________________

For Office Use Only – Do not write below this dotted line

Date Received ________________ Application Number ________________

Booth Number ________________

Exhibitor Payment Information:

Check # ________________ Name on Check __________________________

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