

Our Lady of Lourdes Oktoberfest Artisan Fair

October 14-15, 2017

Vendor Application Contract

Artist Name(s) (as it should appear in program)

Media you work in (pottery, watercolor, fiber art, jewelry, etc)	Price Point Range
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Address

City, State, Zip

Telephone No	Email Address
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This is a juried fair for handcrafted and/or original items. A minimum of 3 photographs of work and one photo of your display must be included with the application regardless of whether or not you have shown with us previously. Photos must represent the work you will bring to the event. **Items not pictured will not be allowed in booth without prior authorization.** Our Lady of Lourdes (OLOL) reserves the right to limit the number of "same kind" vendors and the sale of any item that may be illegal, obscene, or deemed offensive.

Fee Payment: Each application must be accompanied by a check or money order due by September 1, 2017. If you wish a reduced fee, your check or money order must accompany your forms and be received by **May 31, 2017**. The checks of those not selected will be returned to the applicant. No other refunds will be allowed, unless approved by Our Lady of Lourdes Parish. **Please make checks or money orders out to Our Lady of Lourdes.**

Please make sure the following items are included with your application.

	Item	Fees	Due Date
Circle your choice	Classroom space	\$70 plus \$10 jury fee (jury fee will be waived if application is received by 5/31/2017)	Due with application
	Hall Space (limited # of spaces so will be given on first come/first serve basis) No electricity.	\$80 plus \$10 jury fee (jury fee will be waived if application is received by 5/31/2017)	Due with application
	Clean-Up Deposit	\$20. Please include a separate check as in most cases the security deposit will be returned.	Separate \$20 check required with application
QTY:	8 foot table reservation <i>optional</i>	\$10 each	Due with application – please circle on form if you want table.
	Vendor Agreement	N/A	Due with application
	Minimum of 3 images of product and one image of display	N/A	Due with application

My special needs (ie: allergies) _____ Height of my display is _____

I wish to participate in Our Lady of Lourdes Oktoberfest Artisan Fair 2017 and agree to the terms and conditions for vendors. In addition, I give permission for OLOL to use photographs of my artwork and product in their digital and printed promotional materials.

Vendor Signature: _____ Date: _____

Return agreement, checks, and required materials to:
 Our Lady of Lourdes Parish
Attention: Tanya Gross
 3722 S. 58th St.
 Milwaukee, WI 53220-2053

Reminder:
 The jury will meet in June to review applications/photos. Those vendors submitting by May 31st, should know by June 30th if they have been accepted so that they can publicize Oktoberfest 2017 on their calendars of events.

TERMS AND CONDITIONS

Fee Payment: Each application must be accompanied by a check or money order due by September 1, 2017. If you wish to have the jury fee waived, your check or money order must be received by May 31, 2017 (no exceptions). The checks of those not selected will be returned to the applicant. No other refunds will be allowed, unless approved by Our Lady of Lourdes Parish. **Please make checks or money orders out to Our Lady of Lourdes. Please note security deposit check must be separate from your booth fee or it will not be returned.**

Hours of Operation: Vendors must be open for business on Saturday 10/14/2017 from 11:00 AM until 8:00 PM and Sunday 10/15/2017 from 11:00 AM until 3:00 PM. Booths must be managed at all times during festival hours.

Assigned Space: OLOL shall provide Vendor approximately 60-64 square feet of space. Free standing or self-contained units may be used as long as they are contained within the assigned space. Vendors need to supply their own set-up and provide their own display tables, shelves, chairs, etc. Tables are available for rental upon request.

Electrical and lighting: OLOL shall provide suitable overhead lighting in public areas of the festival. If additional lighting or power is needed, you must make arrangements with OLOL **before September 1st** in order for you to guarantee any electrical access. **Note:** Hallway spots do not have electrical access. Depending on your needs, an additional fee may be required.

Clean-up: Vendors will be required to post a refundable \$20.00 clean-up deposit check with application. Vendor is responsible for cleaning booth space area of all trash and any items brought into the festival site. Vendor's assigned area shall be returned to a "broom clean" state. If vendor fails to properly clean assigned area within the time stated in this contract, OLOL may engage services to clean area and/or remove any remaining materials, which will be cause for Vendor to forfeit all or a portion of the clean-up deposit.

License and permits: Vendor shall, at its own expense, have or obtain any license or permit that may be required by any public authority for the sale of their products and present it at the time of set-up, or include a copy with your application.

Liability, insurance, and indemnification: Vendors shall deliver to Our Lady of Lourdes, a signed Vendor Agreement, provided by OLOL in the application packet. The terms set therein shall constitute the full and complete terms of liability, insurance and indemnification.

OLOL authority: OLOL shall have the authority and control over all aspects of Oktoberfest. It reserves the right to oversee and make whatever arrangements it deems appropriate for security, clean-up, entertainment, and any other matters affecting overall event operation. OLOL makes no guarantee as to any specific level of festival attendance, or that vendors shall achieve any specific amounts in sales.

Our Lady of Lourdes Parish
Attention: Tanya Gross
3722 S. 58th St.
Milwaukee, WI 53220-2053

Parish Phone: 414-545-4316
Parish Fax: 414-541-2251

Vendor coordinator:
Tanya Gross
Phone: 414-870-9487
Email: tanyamg69@hotmail.com

Please include the following with your application:

- Vendor Application
- Vendor Agreement
- Check for booth/jury fee
- Check for security deposit (\$20)