

April 20, 2017

Dear Vendor,

We are writing to invite you to apply as a vendor in the **Our Lady of Lourdes Oktoberfest Artisan Fair 2017!** We combine a shopping experience with food, a beer garden, and entertainment. Our goal is to provide a mixed variety of quality handcrafted items. This is a juried event.

Vendor Hours	Saturday, October 14 th : 11:00AM until 8:00PM Sunday, October 15 th : 11:00AM until 3:00PM
Location	Our Lady Of Lourdes Parish 3722 S. 58 th St. Milwaukee, WI 53220-2053
Vendor Space	Space configuration may vary but it will be about 60-64 square feet. All vendors will be indoors unless otherwise discussed. Hallway: 6'x10' (Limited Space available and will be granted on first come-first serve basis Rooms: generally 6'x10' or 8'x8'
Fee	Early Bird Deadline: May 31, 2017 Hallway \$80 Classroom \$70 (jury fee of \$10 is waived) Deadline: September 1, 2017 Hallway \$90 Classroom \$80 (price includes jury fee of \$10)
Clean-Up Deposit	A separate \$20 check is required with application and will be returned to you after you check out on Sunday, October 15 th if your space is cleaned to our satisfaction.
Set Up Time	5:30 PM – 8:30 PM on Friday, October 13 th . Please do not come before 5:30! 7:00 AM to 10:30 AM on Saturday, October 14 th .
Tear Down	3:15 PM to 5:30 PM on Sunday, October 15 th . Early tear-down is not allowed.
Equipment	Vendors are responsible for set-up and supplying their own display tables, shelves, etc. <ul style="list-style-type: none">• 8 foot tables are available for rent @ \$10 each- please indicate your need on application form.• OLOL will provide 2 chairs per booth• Electrical access is limited. None in the hallway. Please call in advance to discuss this option.• Please let us know if you work with scented oils/substances or if you have allergies or respiratory conditions

We will notify you of your acceptance as early as possible so that you can add our event to your calendar and promotional materials. That is, if we receive your complete application packet and fees, and we find your artwork to be compatible with our vision, we will confirm the contract by mailing/e-mailing an acceptance letter to you. **Those vendors who have their information in by May 31, 2017 will find the contract process completed by June 30, 2017.**

Thank you for your interest in Oktoberfest at Our Lady of Lourdes! Please call me with your questions or concerns at 414-870-9487 or email me at tanyamg69@hotmail.com

Sincerely,

Tanya Gross
Vendor Coordinator