

Dear Artisan,

We invite you to apply as an artisan in the **Our Lady of Lourdes Oktoberfest Artisan Fair 2024!** 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.

Artisan Hours	Saturday, October 12 th 11:00 AM until 8:00 PM Sunday, October 13 th 9:00 AM until 1:00 PM
Location	Our Lady of Lourdes Parish 3722 S. 58 th St. Milwaukee, WI 53220-2053
Artisan Space	Space configuration may vary but will be about 60-64 square feet. All artisans will be indoors unless otherwise discussed. Hallway: 6'x11' (limited Space available & will be granted on first come-first serve basis Rooms: generally around 5' x 12', or 8' x 8'
Fee	Early Bird Deadline: April 30, 2024 Early Bird Fees: Hallway \$80 Classroom \$70 Final Deadline to submit applications: September 8, 2024 Regular Fees: Hallway \$90 Classroom \$80 An additional \$10 late fee will be charged if applications come in after September 8, 2024
Clean-Up Deposit	A separate \$20 check is required with application and will be returned to you after you check out on Sunday, October 13, 2024 if your space is cleaned to our satisfaction.
Set Up Time	5:30 PM – 8:30 PM on Friday, October 11, 2024. Please do not come before 5:30! 8:00 AM to 10:30 AM on Saturday, October 12, 2024.
Tear Down	1:05 PM to 3:30 PM on Sunday, October 13, 2024. Early tear-down is not allowed.
Equipment	Artisans 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 (limit of 2)- please indicate your need on this application form. ● OLOL will provide 2 chairs per booth ● Electrical access is limited. None in the hallway. Please notify 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. In addition, a publicity packet will be sent out with your acceptance letter. 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/emailing an acceptance letter to you.

- Please include the following with your application:**
- Artisan Application Contract and Artisan Agreement (page 2 and 3 of this document)
 - Check/money order for booth fee
 - Check/money order for security deposit (\$20).
Must be separate from booth fee.
 - Check for table rental fee (if renting table). May be added to booth fee check.

Reminder:
The jury will meet regularly to review applications/photos. Those artisans submitting by April 30th should know by May 15th at the latest if they have been accepted so that they can publicize Oktoberfest 2024 on their calendar of events. We will try to let you know as soon as possible.

Our Lady of Lourdes Oktoberfest Artisan Fair

October 11-13, 2024

Artisan Application Contract

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

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

Address

City, State, Zip

Telephone No	Email Address
--------------	---------------

456- -	SSN (last 4 digits)	FEIN (last 4 digits)
Wisconsin Seller's Permit # (15 digits with 456)		

Legal Business Name (if sole proprietor)	Doing Business As (DBA) Name (if applicable)
--	--

This is a juried art fair for handcrafted and/or original items. A minimum of 5 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 and will be used in social media promotions for the event **so digital photos are preferred. 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" artisans 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 **made out to Our Lady of Lourdes** for the application fee and a separate check or money order for the Clean-Up Deposit. See above for details. **No exceptions allowed.** Checks or money orders 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 sure the following items are included with your application.

	Item	Fees	Due Date
Circle your choice	Classroom space	\$70 if application and checks are received by 4/30/2024 \$80 if application and checks are received by 9/8/2024 (additional \$10 late fee will be charged after 9/8/2024 for a total of \$90)	Due with application
	Hall Space (limited # of spaces so will be given on first come/first serve basis) No electricity.	\$80 if application and checks are received by 4/30/2024 \$90 if application and checks are received by 9/8/2024 (additional \$10 late fee will be charged after 9/8/2024 for a total of \$100)	Due with application
	Clean-Up Deposit	\$20. Please include a separate check which will be returned.	Due with application
QTY:	8 foot table reservation <i>optional</i> (Limit of 2)	\$10 each	Due with application – please circle and tell us quantity.
	Artisan Agreement	N/A	Due with application
	Minimum of 5 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 2024 and agree to the terms and conditions for artisans. In addition, I give permission for OLOL to use photographs of my artwork and product in their digital and printed promotional materials.

Artisan 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

Questions?

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

ARTISAN AGREEMENT

PARISH: Our Lady of Lourdes Catholic Church
EVENT: Oktoberfest Artisan Fair
ARTISAN: _____
DATES OF EVENT: October 12-13, 2024

The above-named ARTISAN agrees to defend, protect, indemnify and hold harmless the above-named PARISH and the Archdiocese of Milwaukee along with their employees and volunteers against and from all claims arising out of the display, sale or use of ARTISAN’S products and ARTISAN’S negligent conduct at the above described EVENT.

ARTISAN agrees that they are not an employee or agent of the Parish or Archdiocese of Milwaukee and that their participation in this EVENT is strictly that of an outside artisan.

ARTISAN agrees that he/she is solely responsible for procuring property and casualty insurance for its operations and products and that the Parish does not provide insurance for Artisan’s operations or Artisan’s products.

ARTISAN agrees to protect, defend, hold harmless and fully indemnify the above named PARISH and the Archdiocese of Milwaukee for any claim or cause of action whatsoever arising out of or related to the Artisan’s participation in the above identified EVENT that is brought against the PARISH and/or The Archdiocese of Milwaukee by the above-named ARTISAN or its employees, agents, partners, family members, students, customers, function attendees, guests, invitees, organizational members or associates, whether such claim arises from the alleged negligence of the PARISH, its employees or agents, or the negligence of the ARTISAN.

SIGNED BY: _____

ARTISAN NAME AND TITLE: _____

DATE: _____

TERMS AND CONDITIONS

Hours of Operation: Artisans must be open for business on Saturday 10/12/2024 from 11:00 AM until 8:00 PM and Sunday 10/13/2024 from 9:00 AM until 1:00 PM. Booths must be managed at all times during festival hours.

Assigned Space: OLOL shall provide Artisans 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. Artisans need to supply their own set-up and provide their own display tables, shelves, chairs, etc. Tables are available for rental upon request on application.

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 9/8/24**. Please be aware electrical access is limited. **Note:** Hallway spots do not have electrical access. Depending on your needs, an additional fee may be required.

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

License and permits: Artisan shall, at his/her own expense, have or obtain any license or permit that may be required by any public authority for the sale of their products and include a copy with application.

Liability, insurance, and indemnification: Artisans shall deliver to Our Lady of Lourdes, a signed Artisan 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 artisans shall achieve any specific amounts in sales.