

2024 Contract: BARABOO HOLIDAY FAIR & Fund Raiser

Saturday, November 23rd , 2024

9:00 am to 3:00 pm

Baraboo Arts Banquet Hall

323 Water Street, Baraboo

Business Name & Product _____

Mailing address: _____

What your selling: _____

Contact Person _____

E-mail Address _____

Phone Number(s) _____

Tables NOT provided. Spaces will be 6ft x 6 ft with a chair unless you request 2. X-tra chairs avail. You MUST SUPPLY YOUR OWN TABLE. How many **6x6 ft spaces** needed for this fair? _____ Do you **REQUIRE** a wall behind you? _____ **Do you REQUIRE electricity?** _____ (If so, please bring your own **LONG** extension cords) **YOU WILL NOT BE ALLOWED TO GO OUTSIDE OF YOUR AREA PURCHASED.** Preferred location? Special requests? Electric and wall spaces can be **REQUESTED** here if not **ABSOLUTELY NECESSARY**, these spaces are hard to come by. Spacing may be ify this yr

_____ Can you help with fliers by printing? _____ or me to send some? _____,if so how many? _____

The cost of the booth is \$60 per booth, \$70 per space after Oct. 1st., \$75 after Nov. 1st. Sorry not offering special this yr. We suggest that you do some type of a free sign up/drawing at your booth to compile a mailing list. We also ask that you donate an item to the Silent Auction. These items & bid Sheets must be displayed at the silent auction table(s). **AMOUNT sent in with this application?** _____

All curtains, table clothes, electric extension cords, and table displays are the responsibility of the vendor. **Set up will begin at 7:00 am on Sat.** Some times we get to set up the night before, "FOLLOW" us on FB @ "BARABOO WOMEN'S FAIR & HOLIDAY SUPER SALE" (this is a former name we cannot change),and you will be notified on all important updates. Vendors are required to be completely set up and ready to go by 8:45 am. Vendors will also be required to move their vehicles soon as you Unload & before the start of the Fair **AT LEAST a block or more away to allow for customer parking.** **Vendors may not start tearing down their spaces until after 3:00.**

Spots will be reserved on first come first serve basis when all paperwork is returned and payment is received. Space is limited, so get your contracts in ASAP to guarantee your spot! **if you are a vendor we require you to advertise this event on your sites, websites, FB, tweet, etc. It benefits everyone.**

Contracts are due by October 15th. Cut off for all spaces is Nov. 11th.

*** Due to advertising & other cost, there are **NO Refunds, NO Exceptions** If you have an issue BEFORE the event please contact me. If you cancel after NOV. 1, there is no chance for refund or credit so please do not ask. Filling out this contract or replying in any way to vend in case this app is not available for down load, this counts as an agreement to all contents within.

Please return this form with your check for payment, made out & mailed to:

Joyce McGeehan, 417 Birch St., Baraboo, WI 53913 (Joyce is THEE ONLY CONTACT & PAYEE for this event, so please make sure you contact me (Joyce) ONLY, Thank You.

Contact: Joyce call or Text msg, or Text to 608-477-2192 (Text messaging is best &quicker)

DO NOT SEND THIS PORTION BACK< this is for you only.

DUE TO COVID-19 & other variants:

Please consider to supply SANITIZER at your table for customers to use, and package all foods if you carry them, and make sure sampling is protected as possible, no shared utensils, etc., maybe hand out samples so young ones or people not paying attention do not contaminate food products. Wipe down sample lotion pumps, etc... You get the idea, please MAKE SAMPLING a SAFE ENVIRONMENT. Have give a way pens for mailing lists or be willing to wipe down your pens, etc...

We will do our best to guide people from the front door through to the second room (IF WE GET ONE) this way will ensure that ALL customers will be sent through the entire vendor area! That is an awesome upgrade to our event! **If you stay connected with us on FB you will get notifications, if you supply your email, you will get an email also as we get closer to the event, we also ask that you check your spam folder periodically or set your email to accept these emails. MASKS ARE NOT NECESSARY AT THIS TIME, but we like to be prepared and make our customers feel safe.**

If you see a problem, report it to me or a person holding a walkie talkie and I or they will address the issue.

ELECTRICITY: Please only specify if you absolutely need/must have, you can put down that you DESIRE one if not a necessity.

I should have masks available for purchase at the door for those customers & Vendors who do not have one and wish to wear one.

I MAY be looking for volunteers to stand guard at the doors, I would love each vendor who has an extra person to please donate them for an hour or half an hour to man the door.

*****I will have 50 bags this year, so you may be able to stuff our bags with a card, pen or gift as a business opportunity for future client connections.**

Let's do all we can to make this a SAFE event. Thank you all so very much. I am open to ideas, and you are welcome to post ideas and what you will be doing to make this fair and your booth safe, so our customers and clients will know and feel safe to join our event!

Please make. sure you yourself are clean, no body order or offensive clothing please. Thank you. I am offering many ways to pay this year, so please let me know how you will be paying and under what name so I can find your payment. **VENMO (Joyce McGeehan @thevioletsage), PAYPAL (608-477-2192 or thevioletsage@aol.com), CASH APP (\$Thevioletsage), SQUARE: (Thevioletsage@aol.com or 608-477-2192), ZELLE send to: TheVioletSage@aol.com or use the phone number 608-477-2192. FREE if you use Venmo Cash App or Zelle may be as well. CHECKS and CASH are always accepted.**

Any Questions, Please contact me.

Joyce 608-477-2192 Thevioletsage@aol.com (put in Subject line "Baraboo Fair")

Joyce McGeehan

417 Birch St. Baraboo, WI. 53913

Our Silent Auction Benefactor is: Bullies N Friends Pet Rescue

Please feel free to bring an item or our silent auction, or create a basket of any type. Your donation item does not have to be an item or service you are selling, but anything that you think may bring in money for our benefactor. They are also accepting items such as toys, collars, leashes, Beds, dog and cat food, clothing, blankets, paper toweling and cleaning supplies, etc...

Thank you for your support!