

# ST. PETER'S ART & CRAFT FAIR

April 29<sup>th</sup> and 30<sup>th</sup> – 2017  
Saturday – 9:00 am to 7:00 pm  
Sunday – 7:30 am to 1:00 pm

## CONDITIONS OF REGISTRATION

- Artists must sign, date and return the enclosed REGISTRATION FORM. Please direct questions and concerns to Judy Windschiegl, 608-244-8234
- Only artists exhibiting their own original, hand-crafted works are allowed to participate in the Fair. To apply for space, complete and return the enclosed form with payment to Judy Windschiegl. If you are not sure you will be attending, please do not register “just in case” – “no shows” look bad for everyone and other artists may have been turned away to provide you with booth space. **First come, First Served.**
- If you need to cancel your registration, you must notify Judy 608-244-8234, two weeks before the date of the Fair, to receive a refund. No refunds will be given because of adverse weather conditions.
- Artists are responsible for all aspects of their exhibits, set up, tear down and clean up at the conclusion of the show. St. Peter's assumes no responsibility for lost, stolen or damaged goods or exhibits.
- Artists are responsible by law to pay applicable state and federal taxes on work sold.

## FAIR DAY SET UP

Here are a few items to guarantee a safe set-up and take down.

### Loading and Unloading:

**IMPORTANT** Vehicles may be brought up to the front door of St. Peter's for set up and tear down hours only. When you have completed unloading and loading- Please be courteous and MOVE your vehicle to the parking area.

### Parking:

Parking for vendors is available in the back parking lot or on the street Sherman Avenue in front of the church.

### Set-Up:

Set up is available [and encouraged] on Friday, April, 28 from 1:00pm – 6:00pm. Saturday, April 29, 2017 set up from 7:00am – 8:30am. Vendors are expected to provide labor and necessary materials to set up their own booth space.

*Judy Windschiegl @ 608-244-8234*

**PLEASE RETAIN THIS INFORMATION SHEET FOR FUTURE REFERENCE**

JUDY WINDSCHIEGL

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## REGISTRATION FORM

**PLEASE PRINT**

ARTIST NAME:	BUSINESS NAME:
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STREET ADDRESS:	CITY:	STATE:	ZIP:
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HOME PHONE # _____ - _____ - _____	E-MAIL ADDRESS: _____
CELL PHONE # _____ - _____ - _____	
DAY OF SHOW: _____ - _____ - _____	

DESCRIBE YOUR ART OR CRAFT:

**SPACE RESERVATION:**  
 Space is limited. Early registration will insure your place at the Fair.

Booth Size 8 ft X 10 ft \$ 50.00	<u>Electricity is Available</u>	Do You Want <u>One</u> 8ft x 3ft Table? >	Yes	No
		with <u>1</u> <circle choice> <u>2</u> Chair(s)? >	Yes	No
		If possible, do you want an electrical outlet? — \$5.00/hookup	Yes	No
If there is additional room available, would you like two spaces?			Yes	No

MAKE CHECK PAYABLE TO: **St. Peter's Ladies Guild**

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**I agree to the above conditions and accept full responsibility for my exhibit.**

Artist signature: \_\_\_\_\_ Date: > \_\_\_\_\_ / \_\_\_\_\_ /201\_\_

MAIL REGISTRATION TO:	Judy Windschiegl 1517 Golf View Rd. Madison, Wi 53704
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