



# Neenah High School Helping Hands Art and Craft Fair

Saturday November 3rd, 2018 9 a.m. - 3 p.m.

All vendor booth fees as well as entrance fees will be used to support those families at Neenah High School who find themselves in urgent financial need situations throughout the year.

\*\*\*\*\*

**Location** - Neenah High School, 1275 Tullar Road, Neenah, WI 54956 in the Ron Einerson Fieldhouse

**Eligibility** - All items must be handcrafted by seller and of suitable quality for an arts & crafts fair. No commercially made products nor direct sales will be accepted. No food or drink, other than packaged/sealed items may be sold by vendors. All entries will be reviewed by a jury committee to determine appropriateness and artistic merit. Limits are placed on categories in order to offer a wide variety to shoppers. (ex: jewelry, soaps, etc.)

**Booths and Fees:** *Jury process will take place AFTER 3/1/2018. **SEND NO PAYMENT** at this time. Prior involvement does not guarantee acceptance. **SPACES ARE 12X12** Two chairs will be provided. Tables are \$10 each per exhibitor. First-come, first-serve electricity is available with an additional charge of \$10. Exhibitors will be responsible for creating an attractive display in which boxes must not be showing. Displays must be set up within marked areas.*

-----CUT AND ENCLOSE FORM BELOW-----

Neenah High School, 1275 Tullar Road, Neenah, WI 54956 **\*\*Attn: Shelley Aaholm\*\***

Artist Name \_\_\_\_\_

Business Name \_\_\_\_\_

E-mail - **\*\*ONLY means of notification/communication\*\* - if you do not have e-mail, please include two self-addressed stamped envelopes for future communications!\*\***

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Phone \_\_\_\_\_

**\*\*\*WI SELLERS PERMIT # OR SS# REQUIRED (application will not be considered without it)\*\*\*:**

Description of work: \_\_\_\_\_

Number of booth spaces \_\_\_\_\_ x \$85

Number of tables \_\_\_\_\_ x \$10

Electricity needed \_\_\_\_\_ x \$10 (not guaranteed)

**DO NOT SEND ANY MONEY AT THIS TIME. YOU WILL BE INVOICED ONCE ACCEPTED. PAYMENT DUE BY 5/1/18 OR RESERVATION WILL GO TO NEXT ON WAITING LIST.**

**SPECIAL REQUESTS:** \_\_\_\_\_

**\*\*I will donate an item for the raffle\*\*** \_\_\_\_\_yes \_\_\_\_\_no

I have read and understand the rules outlined in this brochure and agree to observe them. I assume all responsibility for my display and release Neenah High School, its officers or agents from any loss, damage or physical injury during the Art and Craft Fair. I understand that it is the right of the committee to change my booth space if the need should arise.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Sales** - Artists retain all proceeds from sales and are responsible for collecting and reporting sales tax.

**Application Procedure:**

•Complete the form at the bottom of the first page and attach two (2) photos of the work that you will be exhibiting. Be sure to label all photos with your name and the type of work that is shown.

**\*\*PHOTOS WILL NOT BE RETURNED unless a business size, self-addressed, stamped envelope is sent with request.\*\***

Mail all information to: Neenah High School, 1275 Tullar Road, Neenah, WI 54956 \*\*Attn: Shelley Aaholm\*\*

**Installation and Display-** Participants are responsible for providing their own display materials, which must be free standing. Spaces measure approximately 12' x 12'. Displays must fit into the space without infringing on neighboring spaces. One exhibitor per space. Displays must be set up by 8:45 a.m. on Saturday. Set-up times will begin Friday evening, 11/2 from 5-7p.m. and from 6:00 a.m. - 8:45 a.m., Saturday morning. If setting up on the day of the fair, exhibitors must check in by 7:30 a.m. Saturday to guarantee booth space. Each registrant is responsible for setting up, attending and taking down display. Parking near the building is permitted while unloading, but vehicles must be moved to designated lot/s during fair hours.

**\*\*\*Confirmation of acceptance by jury VIA E-MAIL will be sent after 4/1/2018 and invoice will be sent for payment. Payment must be received by 5/1/18 or booth will be re-assigned\*\*\***

Booth assignments and unloading instructions sent *via e-mail only* after October 1st. Food will be available for purchase at the fair.

**Please retain this portion for your records:**

#Booths requested: \_\_\_\_\_ Electric: \_\_\_\_\_ Tables: \_\_\_\_\_ Amount owed: \$ \_\_\_\_\_  
Submit Date: \_\_\_\_\_

**Contact: Neenah High School/ Shelley Aaholm (920) 751-6900 ext. 16530 or saaholm@neenah.k12.wi.us for more information**

*Application with photos and fees due – March 1, 2018*

**Checklist:**

- \_\_\_ **\*\*If photos are to be returned** - enclose self-addressed, stamped, *business-size envelope*
- \_\_\_ Enclose two (2) photos labeled with name
- \_\_\_ Signed contract from page one with SS# or WI Sellers permit ID#
- \_\_\_ Valid e-mail address

**Neenah High School**  
**“...a passion for excellence:**  
**every student, every classroom and every day.”**