

Assumption B.V.M. Parish

124 East Pulaski Street
P.O. Box 379
Pulaski, Wisconsin 54162-0379
Phone: (920) 822-3279 • Fax (920) 822-8030 • Website: www.abvm.org

April 27, 2016

Dear Artist/Crafter/Vendor,

Assumption B.V.M. Parish invites you to join us in the 22nd Annual Crafts & Vendors Fair held in conjunction with the 38th Annual Pulaski Polka Days Weekend to be held July 23rd & 24th, 2016 in Pulaski, Wisconsin. This two day, **Saturday & Sunday Crafts & Vendors Fair**, will be open from 9:00 a.m. to 3:00 p.m. We would like to provide an opportunity for people to enjoy browsing and buying your items. Once again, we are giving you the option of **Saturday only, or Saturday & Sunday. There will be no Sunday-Only option.**

DATES OF SHOW: July 23rd & 24th, 2016
LOCATION: Franciscan Friars Property
165 East Pulaski Street
Pulaski, Wisconsin 54162

HOURS: 9:00 a.m. to 3:00 p.m.

SET-UP TIME: Saturday 6:00 a.m. to 8:30 a.m.
(Tents may be set up Friday from 4:00 pm – 7:00 pm ONLY! If you miss this early set up time, you MUST wait until Saturday morning.)

ENTRY PROCEDURES: **EARLY BIRD Fees:**
Application and fee received by May 20, 2016
\$40 SATURDAY ONLY or \$50 SATURDAY & SUNDAY

LATE ENTRANCE Fees:
Applications received after May 20, 2016
\$45 Saturday ONLY or \$55 Saturday & Sunday

The fee is required with the application and is non-refundable.
*****Make checks payable to ASSUMPTION B.V.M. PARISH**

All applications must be received by July 6, 2016. Applications received after July 6th will be put on a waiting list.

We are offering a 12' x 12' outdoor space with adjacent parking for your vehicle.
(PLEASE stay within your given booth space – both front/back and side to side) All booths MUST remain at a minimum of six (6) feet from the sidewalk.

We will not accept unfinished products such as raw wood cutouts.

There is a limited number of crafters/vendors we can accommodate, so return your application soon. Remember to include: (1) your application form (2) fee (3) three photos of your work if you are a new Vendor or if your craft/product has changed since the 2015 Craft Fair and (4) a copy of your Wisconsin Vendors/Sellers Permit. (If you would like your photos returned, please include a self-addressed, stamped envelope.)

If you have any questions, please feel free to call me on my days in the office - Mondays and Wednesdays at 920-822-3279.

Sincerely,

Suzanne Flesch

APPLICATION FORM – Assumption B.V.M. Parish

**22nd Annual
Crafts & Vendors Fair
Saturday, July 23rd and Sunday, July 24th, 2016**

NAME: _____

ADDRESS _____

CITY: _____ STATE: _____ ZIP: _____

EMAIL ADDRESS: _____

PHONE: _____ NUMBER OF BOOTHS REQUESTED: _____

DESCRIPTION OF WORK: _____

_____ Saturday ONLY

_____ Saturday & Sunday

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12' X 12' Exhibit space – By May 20, 2016 \$40.00 (Saturday ONLY) \$50.00 (Saturday & Sunday)
Applications received after May 20, 2016 \$45.00 (Saturday ONLY) \$55.00 (Saturday & Sunday)

All booths are outside, set up on grass. One car or one small trailer can be parked directly behind booths. All other trailers or large vehicles will be parked off site. *All applications must be received by July 6, 2016.*
Applications received after July 6th will be put on a waiting list.

Special Requests:

It is understood that I, the undersigned, release Assumption B.V.M. Parish from any loss due to theft, damage, or physical injury during the *Crafts & Vendors Fair*, held on Saturday, July 23 and Sunday, July 24, 2016.

Signature _____ Date _____

Please enclose: 3 photos of your work if you are a first time vendor or have changed what your booth now sells, booth fee and Wisconsin Vendors/Sellers Permit, along with this application. If you would like your photos returned, please include a self-addressed, stamped envelope.

Make your check payable to: Assumption B.V.M. Parish
Mail to: Crafts and Vendors Fair
P. O. Box 379
Pulaski, WI 54162-0379

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OFFICE USE ONLY: Date received _____ Accepted Y N Booth # _____

Check # _____ Amount \$ _____ Saturday ONLY _____ Saturday & Sunday _____

ATTENTION VENDORS/SELLERS

Wisconsin law (sec. 73.03(38), Wis. Stats.) requires that each operator of a swap meet, flea market, craft fair or similar event must report to the Wisconsin Department of Revenue the name, address, social security number, and the Wisconsin seller's permit number (if available) of each vendor selling merchandise at the event.

IT IS NECESSARY FOR YOU TO COMPLETE THIS FORM AND GIVE IT TO THE OPERATOR/SPONSOR OF THE EVENT NO LATER THAN YOUR FIRST DAY AT THE EVENT.

COMPLETE AND GIVE TO EVENT OPERATOR/SPONSOR

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1. Name of Operator or Sponsoring Organization: Assumption B.V.M. Parish
2. Name of Event: Assumption B.V.M. Parish Crafts and Vendors Fair
3. Date(s) of Event: Saturday and/or Sunday, July 23 and/or July 24, 2016
4. Location of Event (City or Town): Pulaski, Wisconsin
5. Vendor/Seller's Real Name: _____
6. Business Name: _____
7. Address (Street or Route): _____
8. City, State, and Zip Code: _____
9. Social Security Number: _____
10. Wisconsin Seller's Permit Number: _____
Indicate below the type(s) of activity you intend to engage in at this event.
11. [] **Selling Merchandise** – Includes the sale, rental, lease, exchange, or trade or taking orders of any merchandise, goods, or products, for money and/or other consideration. Describe the type of product _____

12. [] **Selling a Service** – Includes the sale, rental, lease, exchange, or trade of any service or admission for money and/or other consideration. Describe the type of service or admission _____
