



The Friends of Boerner Botanical Gardens' Holiday Gift Fair is scheduled for Sunday, December 3, 2017 from 10:00AM to 2:00PM. This will be a rain or shine event held indoors in the Education & Visitor Center.

The Holiday Gift Fair is a juried event. The application deadline with a \$5 fee is October 28, 2017. Late applications will not be accepted. Application fees are non-refundable. Please make checks payable to FBBG (Friends of Boerner Botanical Gardens). There is a \$55 booth fee for this event and if your application is accepted, your \$5 fee will go towards that \$55 booth fee. You must be available for the entire event: 10:00AM to 2:00PM on Sunday, December 3, 2017 with set-up starting at 8:30AM and breakdown from 2:00-3:00PM

Work Samples:

Our goal is to showcase local artists, crafters and businesses selling high quality, unique gifts appealing to attendees of our Holiday Fair.

Participants from last year need not send in images, unless showcasing a different category of merchandise.

Those who are new to the Holiday Gift Fair, please submit between 3 and 10 images of your work by mail, along with this application and \$5 fee. This should include a representation of the art you intend to display at your booth as well as a photograph (if you have one) of a previous booth you have set up. Mailed material will *not* be returned whether accepted or not accepted so please send duplicates or color copied photos.

We regret that websites cannot be considered as a substitution for submitting work samples. Subsequently, you do not need to have a website to apply, however, if you do have a website, please include it in the space provided.

Sharing a Booth:

You are more than welcome to share booths with other vendors. Please keep in mind that you will be juried based on the samples you provide and those samples must represent all the items you intend to bring to the Holiday Gift Fair.

Please fill out one application only for the combined work of your intended group. There should be one contact responsible for passing on all the information to the rest of your group. We cannot be responsible for contacting multiple people except where individual booths are concerned.

Acceptance:

There will be 15-25 booth spaces available throughout the Education and Visitor Center. Notifications of application acceptances will go out the week of October 30, 2017. We will notify you by email regardless of the status of your acceptance. If you are accepted, in addition to an acceptance email, we will also mail you a contract via USPS. If you are not accepted, we will notify you via email.

Unfortunately, due to the amount of applications received, we will not be able to give feedback on denied applications. Thank you for your understanding ahead of time.

Vendor Fees:

Application fee of \$5 will **not** be reimbursed in the event that you are not juried into the show. If you are chosen, your \$5 application fee will be applied toward your booth fee of \$55 (balance to equal \$50 in the event that you are accepted). If you need to back out of the event, please let us know by November 20, 2017.

Venue & Booth Information:

Your booth space will be approximately 8'x8'. If you need to rent a 6 foot table for your booth, there will be a spot available in your contract to note your rental needs. Table rental is \$5 per table after 2 tables which are included in your booth fee. Chairs will be provided and you can note the necessity of 1 or 2 chairs on your contract once you have been accepted to the show. Should you have your own booth set-up, please also note that on your application and include a photograph of your booth set-up as one of your submission photos.

Raffle:

To give artists and businesses publicity and help raise funds for the Friends of Boerner Botanical Gardens' children's horticultural education classes, vendors are encouraged to donate an item for a raffle. The item will be displayed along with a business card during the event.

Questions:

For additional information, please contact nroeglin@fbbg.org. I will reply to your email as quickly as possible.



Holiday Gift Fair Application

Name(s) _____

Company Name (if you have one): _____

Website (if you have one): _____

Mailing Address: _____

Email Address: _____

Phone Number: _____

Please describe your art/craft/business:

Please describe your photographs: _____

Please list price range of your items: _____

What type of work will you be selling?

Please indicate your target demographics:

___ Men ___ Women ___ Adults ___ Children

Please sign: _____

Date: _____

Please double-check that you have completed the following steps before submitting the application:

1. I have filled out the application completely
2. I have included \$5 check or cash for my application fee to **FBBG**.
3. I have included at least 3, but no more than 10, photographic samples of my work
4. I understand that I am not guaranteed a spot at the Holiday Gift Fair.
5. I understand the above information as it has been laid out.

Send application, fee and photos to:
Friends of Boerner Botanical Gardens
Attn: Nancy Roeglin
9400 Boerner Dr.
Hales Corners, WI 53130

If you know of someone who would also be interested in participating in the Holiday Gift Fair, please direct them to our website at www.boernerbotanicalgardens.org. (Click on the Holiday Gift Fair icon to be directed to a page containing this application.) They can also call 414-525-5666.

Thank you for your interest in the Friends of Boerner Botanical Gardens Holiday Gift Fair!