



The *Friends of Boerner Botanical Gardens' Art* at the Gardens is scheduled for Sunday May 5, 2019 from 10:00AM to 3:00PM. This will be a rain or shine event held outdoors and indoors in the Education & Visitor Center.

The application deadline is March 2, 2019 along with a \$5 fee. 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 \$75 booth fee for this event and if your application is accepted, your \$5 fee will go towards that \$75 booth fee. You must be available for the entire event: 10:00AM to 3:00PM on Sunday May 5, 2019 with set-up starting at 8:00AM and breakdown from 3:00-4:00PM

**Work Samples:**

This will be the eleventh annual Art in the Gardens event. Our goal is to showcase local artists, crafters and businesses selling high quality, unique items appealing to attendees of our event.

Please submit at least 3 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 acceptance will be based on the samples you provide and those samples must represent all the items you intend to bring to Art in the Gardens.

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 represented in one booth.

**Acceptance:**

There will be 35-40 total booth spaces available, inside the Education and Visitor Center and outside, on the lawn in front of the Education and Visitor Center. Notifications of application acceptances will go out the week of March 10, 2019. We will notify you by email regardless of the status of your acceptance.

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 chosen. If you are chosen, your \$5 application fee will be applied toward your booth fee of \$75 (balance to equal \$70 in the event that you are accepted). If you need to back out of the event, please let us know by April 27, 2019. **After April 27, 2019, no fees will be eligible for return.**

**Venue & Booth Information:**

Your booth space will be approximately 8'x 8' if you are inside and 10'x 10' if outside. Outdoor vendors will be seen first by the public as the event is located in the front of the Education and Visitor Center. Indoor spaces are limited to vendors with breakable or more fragile items. **One** table is included in your booth fee. Chairs will be provided. Should you have your own booth set-up, please note that on your application and include a photograph of your booth set-up as one of your submission photos.

**Questions:**

For additional information, please contact [nroeglin@fbbg.org](mailto:nroeglin@fbbg.org). I will reply to your email as quickly as possible.



## Art at the Gardens 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: \_\_\_\_\_  
\_\_\_\_\_

How did you hear about the fair? \_\_\_\_\_

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 photographic samples of my work

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 Art in the Gardens, please direct them to our website at [www.boernerbotanicalgardens.org](http://www.boernerbotanicalgardens.org). (Click on the Art in the Gardens 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*  
Art in the Gardens event!