



The Friends of Boerner Botanical Gardens Annual Holiday Gift Fair is scheduled for Sunday, December 1, 2019 from 10:00AM to 2:00PM. This will be a family event held indoors in the Education & Visitor Center.

Booth space will be upstairs in the atrium as well as downstairs. There will be signs and staff directing visitors downstairs. Some phone devices do not get service downstairs; however, Wi-Fi is available throughout the building. Please indicate your preference, **space is limited on the upper level.**

Upstairs spaces are \$55; Downstairs spaces are \$40.

- Upstairs preferred, downstairs ok
- Upstairs only
- Downstairs preferred, upstairs ok
- Downstairs only

The Holiday Gift Fair is a juried event. The application deadline with a \$5 fee is September 27, 2019. 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 booth fee for this event and if your application is accepted, your \$5 fee will go towards that booth fee. You must be available for the entire event: 10:00AM to 2:00PM on Sunday, December 1, 2019 with set-up starting at 8:00AM 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. However, past participation does not guarantee you a spot for this year's event.

Those who are new to the Holiday Gift Fair, please submit between 3 and 8 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, 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:

Notifications of application acceptances will go out the week of September 29, 2019. We will notify you by email regardless of the status of your acceptance. If you are accepted, you will be sent a contract via e-mail to be returned by November 1, 2019.

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 (upstairs) or \$40 (downstairs). If you need to back out of the event, please let us know as soon as possible.

Venue & Booth Information:

Your booth space will be approximately 8'x 8'. Chairs and one table are included in your booth fee. 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.

Fundraiser Donation:

To give artists and businesses publicity and help support the *Friends of Boerner Botanical Gardens* children's horticultural education classes, vendors are encouraged to donate a silent auction item, value of \$50 or more, for FBBG's annual June fund raiser. 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?

How did you hear about the Gift Fair? _____

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 8, 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 They can also call 414-525-5666.

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