



*The Friends of Boerner Botanical Gardens* Annual Holiday Gift Fair is scheduled for Sunday December 8, 2024, from 10:00AM to 2:00PM. This will be a family event held indoors in the Education & Visitor Center.

Booth space will be on the main level atrium and classrooms. Booth spaces are approximately 8x8.

Booth spaces are \$55.

The Holiday Gift Fair is a juried event. The **application deadline** with a \$5 fee is **September 30, 2024**. 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 3, 2023, with set-up starting at 7:30AM 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 previous years, if accepted, 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 5 images of your work by mail, one should include your booth set up, along with this application and \$5 fee. This should include a representation of the art you intend to display at your booth 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 October 1, 2023. 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 3, 2023**.

Unfortunately, due to the number 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. If you need to back out of the event, please let us know as soon as possible.

**Questions:**

For additional information, please contact DeAnna at [dradaj@fbbg.org](mailto:dradaj@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): \_\_\_\_\_

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 5, picture samples of my work.
4. I understand that I am not guaranteed a spot at the Holiday Gift Fair.
5. Include Wisconsin tax info sheet.

**As of June 2022, the State of WI is requiring that Event Operators complete Form S-240 reporting Vendor Information. To complete this form, we will need the following information from each Vendor. Please complete the following along with your Art at the Gardens application. Thank you.**

Vendor – please select 1 -4 which best described your business:

If the vendor does not have a Wisconsin seller permit number and claims their sales are tax exempt, enter the exemption code number provided by the vendor.

- 1 - Exempt sales only or display only
- 2 - Multi-level marketing company pays sales tax
- 3 - Nonprofit occasional sales exemption
- 4 - Exempt occasional sales

Please complete items 1-12 below.

1. Wisconsin Seller's Permit Number (15 digits starting with 456):

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2. Vendor/Contact Name (Last)

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3. Vendor/Contact Name (First)

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4. SSN (last 4 digits) \_\_\_\_\_

5. Legal Business Name (if not sole proprietor):

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6. Mailing Address (Address, City, State, Zip):

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7. Email Address \_\_\_\_\_

8. Vendor Phone Number \_\_\_\_\_

9. Multi-Level Marketing Company (if claiming Code 2 above):

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Here is a link to the State of Wisconsin site with answers to commonly asked questions:  
<https://www.revenue.wi.gov/Pages/FAQS/ise-wtep.aspx>

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
4. Include Wisconsin tax information sheet

**Send application, fee and photos to:  
Friends of Boerner Botanical Gardens  
Attn: DeAnna Radaj  
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](http://www.boernerbotanicalgardens.org) They can also call 414-525-5666.

Thank you for your interest in the Friends of Boerner Botanical Gardens  
Art in the Gardens event!