



***The Friends of Boerner Botanical Gardens' Art at the Gardens*** is scheduled for Sunday **May 3rd, 2026**, from 10:00AM to 3:00PM. This will be a family event held indoors in the Education & Visitor Center.

The application deadline is **March 20<sup>th</sup>, 2026**, 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 3rd, 2026, with set-up starting at 7:30AM and breakdown from 3:00-4:00PM

### **Work Samples:**

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

Participants from previous years, if accepted, need not send in images, unless they showcase a different category of merchandise. **However, past participants do not guarantee you a spot for this year's event.**

Please submit at least 3 images of your work by mail, along with this application and a \$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 judged based on the samples you provide, and those samples must represent all the items you intend to bring to the Art at 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 except where individual booths are concerned.

**Acceptance:**

There will be 40-50 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 acceptance will go out the week of **March 23rd, 2026**. We will notify you by email regardless of the status of your acceptance.

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

**Vendor Fees:** Application fee of \$5 will **not** be reimbursed if 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 if you are accepted). If you need to back out of the event, please let us know ASAP. **After April 15<sup>th</sup>, 2026, no fees will be eligible for return.**

**Venue & Booth Information:** You will be responsible for your own table and chairs; none will be provided. 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 in front of the Education and Visitor Center. Indoor spaces are limited to vendors with breakable or fragile items.

**Questions:**

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

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: \_\_\_\_\_

**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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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: Lisa Ireland**

**9400 Boerner Dr.**

**Hales Corners, WI 53130**

If you know of someone who would also be interested in participating in our event, please direct them to our website at <http://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!