

Fall Harvest Craft and Vendor Potpourri - 2015

SATURDAY, OCTOBER 31, 2015

9:00 a.m. to 2:00 p.m.

Black River Falls Middle School Commons and Gymnasium
1202 Pierce Street, Black River Falls, WI 54615

CONTRACT TERMS AND PROCEDURES

The Boys & Girls Club-Jackson County Center is proud to sponsor the Potpourri Fundraiser in Black River Falls! All funds raised from craft/vendor booth fees, bake sale, and food booth will go directly to the Boys & Girls Club-Jackson County Center, Great Futures Start Here! Last year, we had over 400 guests spend the day with us shopping, enjoying a great lunch, and visiting with friends.

Booth space will be assigned by postmark. Special requests must be stated on the registration form and will be considered but not guaranteed. Only one party plan vendor per company will be allowed for this event, i.e. one Tupperware, one Thirty-One, etc. There will be a program featuring all our vendors/crafters that each guest and vendor/crafter will receive at the registration table.

- Crafters and vendors will provide their own tables and chairs.
- Set up time will begin 6:30 a.m. on Saturday. There will be high school student volunteers available to assist with unloading and loading.
- Crafters and vendors must stay until 2:00 p.m. unless totally sold out or risk not being invited back.
- If you requested electricity, please be sure to bring an extension cord and power strip. Make sure they are labeled with your name.
- We are asking all vendors to consider donating a door prize (\$10-\$15 value) for our door prize drawing table in the registration area. The door prizes will be collected during the booth set-up time or can be taken to the registration area. As a vendor or crafter, you are always welcome to have a door prize at your own booth as well.
- We are asking all vendors to consider donating a baked goods item for the bake sale. The Torch Club and Junior Staff members will be selling baked goods in the Commons area. This has been a HUGE hit over the past several years and we typically are sold out by early afternoon.
- There will be lunch items available during the day including BBQ, hot dogs, chips, fruit, soda, and bottled water.
- Cancellations need to be received no later than October 1, 2015.
- Once your registration has been received and processed, you will receive a confirmation email or mailed note. Vendor/crafter packets will be mailed out two weeks prior to the event.
- If a vendor has not checked in by 8:00 a.m. on Saturday morning, their booth space will be assigned to another vendor.

Marketing Plan:

Boys & Girls Clubs of the Greater Chippewa Valley-Jackson County Center website

Banner Journal and Shopper Quarter page ad

Many feature articles highlighting different vendors/crafters

Community Calendar

WWIS - Local radio station event promotion

Black River Falls Chamber of Commerce Community Calendar

Facebook Event

Posters-a "pdf" formatted poster will be emailed to all crafters/vendors 30 days prior to event.

You can print this out and display; or email the poster to share with your contact list to promote both your business and the event.

Those who registered for the 2014 event and wish to hold their booth(s) for the 2015 event have until August 1 to return their forms. After that time, booths will be given to those registrations on a first come, first served basis. Registration is closed when we are filled.

Your checklist for complete registration to be included in your envelope:

_____ **Registration form**

_____ **Check for booth(s) fee; payable to: Boys and Girls Club of Jackson County.**

_____ **Self-addressed, stamped business size envelope (9 1/2" x 4")**

_____ **Wisconsin Seller information section completed and signed on 2015 WI s-240f**

Mail registration to:

Attn: Shannon Geisler

Boys & Girls Club Jackson County Center

P.O. Box 832

Black River Falls, WI 54615

If you have any additional questions contact Shannon Geisler at 715-214-7083 or email at shangei@hotmail.com.

Thank you for considering being part of a fun-filled day within our community!

BOOTH REGISTRATION FORM

Business Name: _____

Contact Name (if different than above): _____

Mailing Address: _____

Phone Number: (____) ____ - ____ Email Address: _____

Craft Vendor _____ Party Plan Vendor _____ Party Plan Name: _____

Give a detailed description of items to be sold; please be specific so that your booth is not placed next to a similar vendor (i.e. type of jewelry, wooden crafts, florals, examples of knitted or sewn items, etc.): _____

Booth Sizes available:

\$30.00 - 6' x 10' space: Qty _____ x \$30.00 = Total fee due \$ _____

\$40.00 - 8' x 10' space: Qty _____ x \$40.00 = Total fee due \$ _____

\$50.00 - 10' x 10' space: Qty _____ x \$50.00 = Total fee due \$ _____

\$60.00 - 12' x 10' space: Qty _____ x \$60.00 = Total fee due \$ _____

Electricity: YES NO AREA REQUEST: Commons _____ Gymnasium _____

Additional Request: _____

Door prize donation: YES

Baked goods donation: YES

Would you consider doing a feature article in the Banner Journal in October sharing your business or unique creations? YES _____ NO _____

Please read the following and sign if you are participating in the show:

The undersigned agrees to hold harmless the Boys & Girls Clubs of the Greater Chippewa Valley-Jackson County Center (and its volunteers and event coordinator) and the Black River Falls School District for or from any loss to their booth area and/or its contents and further agrees to be responsible for their own insurance.

Vendor/Crafter Signature: _____ Date _____ / _____ / _____