

# Art & Craft Fair Application

**Saturday, July 28, 2018**

8800 West Bluemound Road - Milwaukee, Wisconsin

**Hours:** 10 a.m. - 4 p.m. **Total Exhibitors:** 36 **Attendance:** 1,000+ **Admission:** Free  
**Application Deadline:** May 1 or until full. You will receive notification of acceptance from May 7 – May 11, 2018.  
**Entertainment:** Musical entertainment throughout the day. **Food:** Available for purchase throughout the day.

**Terms of Entry and Participation (PLEASE READ BEFORE APPLYING):**

**ENTRY:** This is an **OUTDOOR juried art and craft fair**. All items must be designed and handmade by the registered artist(s). Acceptable works include art, crafts, jewelry, fiber, glass, ceramic, sculpture, metal, and photography. Reproductions of the artist's work, e.g. notecards and prints, are allowed only as long as these items are made available as supplemental products. Commercial resale items, imports, commercially manufactured items, and kits are NOT allowed.

**SETUP:** Fair booths are arranged on the gravel area around Wisconsin Lutheran College's campus courtyard. Booths should be set up opening to the sidewalk, not the grassy area. Booth spaces are assigned at the discretion of the fair organizers. The farthest distance from the loading area to any booth space is 176 yards along paved sidewalks. If you have mobility concerns, fair organizers will do their best to accommodate shorter distances, but no guarantees can be made. Selected exhibitors are responsible for all of their own setups (including tables) and may set up anytime from 7 a.m. until 10 a.m. the morning of the Fair. Please note that electricity is not available. No vehicles may be parked overnight on WLC property. A detailed campus map with your booth space marked, and a map to Wisconsin Lutheran College will be provided with acceptance letters. **NOTE: This event will be held rain or shine. There is no guaranteed rain site, so please be prepared for the possibility of inclement weather.**

**FEES: \$50 for a 10' x 10' booth space, \$100 for a 10' x 20' booth space.** One donated Silent Auction item (\$20-\$50 retail value) is required with your participation. If you wish to opt out of providing an item for the Silent Auction, an additional \$25 fee is required with your booth fee. **Booth fee is required with the Application Form. Checks should be made payable to Wisconsin Lutheran College.** Any Non-Sufficient Funds checks will result in rejection from the show. If you are not selected, your original check will be returned to you by May 18, 2018. Once accepted, no money will be returned to any exhibitor for any reason. The WLC Art and Craft Fair organizers reserve the right to reject or eject any exhibitor from the fair. Exhibitors must have their own sales tax and seller's permits.

**SUBMISSIONS: Photos Required:** Submit a minimum of 3 images of current artwork and 1 image of booth or display (No slides). Photos can be submitted by email or included with the application. If emailing photos, send to [loni.boyd@wlc.edu](mailto:loni.boyd@wlc.edu). Be sure to send full payment and the Application Form immediately by mail following your email submission. Please include the artist full name, company name (if applicable) and full address in the EMAIL with photos so they can be matched up to the Application Form. Any photos received without the below Application Form and payment will not be included in the jury process. Photos that are 4X6 or smaller will be returned to all applicants by mail. Larger photos will not be mailed back to applicants, but may be picked up on the day of the Art & Craft Fair. If you have questions, call Loni Boyd, Fine Arts Events Manager, at 414-443-8702, or e-mail [Loni.Boyd@wlc.edu](mailto:Loni.Boyd@wlc.edu).

**TO APPLY, PLEASE COMPLETE THE FOLLOWING INFORMATION:**

Artist Name \_\_\_\_\_ Business Name \_\_\_\_\_

Mailing Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

E-Mail Address \_\_\_\_\_ Phone Number \_\_\_\_\_ Type of Art/Craft \_\_\_\_\_

Will you be setting up a canopy over your booth? (circle one) **Yes No**

Will you be donating a silent auction item? (circle one) **Yes No** (If no, add \$25 to booth fee.)

How will you submit your photos? (circle one) **EMAILED ENCLOSED**

Booth Size: (circle one) **10' x 10' - \$50 10' x 20' - \$100** Total Amount Enclosed \_\_\_\_\_

I have read, understand, and accept the terms and conditions. Please sign: \_\_\_\_\_

**Please keep a copy of this form for your records, and mail this completed form with required registration fees to:**

**Wisconsin Lutheran College  
 Art & Craft Fair – Attn. Loni Boyd  
 8800 West Bluemound Road  
 Milwaukee, WI 53226**