

# 2024 Kaukauna High School Holiday Craft Fair

**Date:** Sunday, November 3, 2024

**Location:** Kaukauna High School 1707 Cty Rd CE Kaukauna WI 54130

**Time:** Registration & Set-up: 6:30am - 8:30am on Sunday. There is no Saturday setup as the school has multiple activities on Saturday.

All Exhibitors must check in by 8:30am. Booth assignments will be given out at time of check in. Kaukauna Boys Hoops Club members will be available to assist with unloading and reloading of your vehicles.

**Show Time: 9:00am-3:00pm**

**Eligibility:** All items must be handcrafted. Absolutely No commercially made product, direct sales or business will be accepted. The committee reserves the right to ask any vendor not complying with the eligibility rules to leave the show, entry fee will be forfeited.

**Application Process:** All artists and craft people will be juried. Please submit three recent photos of your work and one photo of your booth. **Returning vendors do not need to submit photos unless adding a new product.**

**Deadline: Until full In vendors category. Vendors will then be put on a waitlist. We were full by May last year.**

Due to the large number of vendors inquiring about this show, we will be limiting the number of vendors in each category to open the spaces to new art and crafts. Your past participation does not guarantee a place in this year's show.

**Entry fee:** \$80.00 per 10x10 foot exhibit space. **Limit 2.** Entry fee will be returned if your application is not accepted. There is an additional \$5.00 fee for spaces with electricity. There are a limited number of electrical sights.

**Display:** Exhibitors will be responsible for creating an attractive display. Exhibitors must supply their own tables and display; chairs will be provided. All tables must be skirted to the floor and all boxes and supplies must be stored out of sight. **NO Signs stating Final Clearance or SALE are allowed. Vendors displaying their company name must be visible on one side only.**

**Drawing:** A drawing will be held during the event if you wish to donate an item of your work, please indicate this on your application.

# 2024 Kaukauna Hoops Club Craft Fair Application

- **Application instructions:** Complete application and return operator/tax form, pictures, and fee. Categories fill quickly.
- **New S240 Tax Form:** Please fill out only one section on the form. Please print clearly and be sure to include the last 4 digits of your SSN and Wisconsin sellers permit number if you have one. If we cannot read it, you will be disqualified. Failure to fill out the form with the required information may forfeit your participation. This is a state law that we file these.
- **Questions about this form:** Contact by email: DORTempEvents@wisconsin.gov / or call 800-264-4582
- If both forms are not received with your check and pictures (if new vendor) the application will not be considered.
- **Please do not contact the High school** this is not a school event.
- Enclose a check, payable to: **Kaukauna Boys Hoops Club** with your application, sales tax form and photos of your work at the address below.
- Include your email address for your confirmation.

**Mail application, tax form, pictures, and fee to:** **Sandy Coenen**  
**2808 Glenview Ave Kaukauna WI 54130.** Any questions please  
contact: 920-759-9776 or [woodsandivy@aol.com](mailto:woodsandivy@aol.com)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_

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

Email \_\_\_\_\_

Description of items for sale: \_\_\_\_\_

# Of Spaces \_\_\_\_\_ Electricity (yes) (no).

I will donate an item for the drawing. \_\_\_\_\_

I have read and understand the rules and agree to observe them. I assume all responsibility for my display and release Kaukauna High School, its officers or agents from any loss, damage, or physical injury during the Craft fair.

Signature \_\_\_\_\_ Date \_\_\_\_\_