



# Art & Craft Expo

## Vendor Information

Welcome to the 2017 Fond du Lac Recreation Department Art & Craft Expo

When your completed application, emailed pictures, and payment are received, it will be processed. Confirmation materials and booth assignment will be emailed to you within 2 weeks of us receiving it in our office. If you have not been accepted, your payment will be returned to you within 2 weeks of us receiving it in our office.

### 1. Juried Art & Craft Expo

All Fond du Lac Recreation Department Art & Craft Expos are juried shows, meaning items are handcrafted by you. Imported, flea market type merchandise, home improvement, and multi-level marketing including, but not limited to, Scentsy, LuLaRoe, Wild Tree, etc. will NOT be accepted.

### 2. Fees/Booths

Booths are reserved on a first come, first serve basis. A booth will NOT be reserved until your application, emailed pictures, and payment in full, has been received. No partial payments will be accepted. Applications submitted within 30 days of an Expo MUST pay by cash or credit card only. *Registration and rental fees are non-refundable.* NO EXCEPTIONS.

### 3. Signs

"Discount" or Sale signs are NOT allowed. A Show Coordinator will ask you to take them down. This includes soliciting, advertising, and flyer distribution. Computer generated signs with prices are OK.

### 4. Photos

All Vendors are required to email or provide a website link with minimum of two photos of your handmade product(s). **Printed photos will not be accepted.**

### 5. Exhibits

Vendors with canopies, awnings, and/or walls that could potentially block the view of your neighboring vendors will need prior approval. To discuss use of these and/or booth locations please call (920) 929-2885 prior to applying.

### 6. Merchandise

All Merchandise must be suitable quality for the show. Show Coordinators reserve the right to inspect all displays and Vendors agree to remove immediately all items the Show Coordinator considers inappropriate.

### 7. Location

All Art & Craft Expos are held at the Fond du Lac County Fairgrounds Recreation Center located between Fond du Lac Ave and Martin Ave. The address is 534 Fond du Lac Ave., FDL, WI 54935. The Recreation Center is located at the south end of the Fairgrounds.