

# Friends of Grant Park Art Fair Exhibitor Invitation/Application Form

Location: Grant Park Picnic Area & Shelter 5 and 5A, South Milwaukee, WI 53172 ·

Date: Sunday July 23, 10:00 AM – 2:00 PM

The Friends of Grant Park (FOGP) is planning to host its first annual Friends of Grant Park Art Fair (Art Fair). All proceeds from this event will support our work helping to maintain and improve Grant Park and give local artists a way to showcase their arts and crafts. The Art Fair will be held during South Milwaukee's Heritage Day Celebration. Feel free to tell other artists how to apply.

Company Name (Exhibitor): \_\_\_\_\_

Artist Name (Exhibitor): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Items to be sold: \_\_\_\_\_

Other Information you feel we should know: \_\_\_\_\_

Booth size In Open Air Park Pavilion with Cover (14' x 6') Number of Spaces \$25.00 x \_\_\_\_ = \$\_\_\_\_\_

Booth size Outside (14'x6') Number of Spaces \$25.00 x \_\_\_\_ = \$\_\_\_\_\_

Please make checks payable to *Friends of Grant Park* — Total Payment Enclosed: \_\_\_\_\_

Mail form & payment by June 11th to: FOGP C/O Deb Pizur, 809 Hawthorne Ave., So. Milwaukee, WI 53172

If you have not personally been invited to attend, please send photos of your work by mail or email. An email will be sent to let you know if your work will fit with our event.

For the application to be considered, the following must be included: Completed and signed Exhibitor Application form, photos if applicable, and applicable booth fee. Like us on Facebook at <https://www.facebook.com/FOGP> and post photos of your work to encourage people to attend.

**By completing and signing this Exhibitor Art Fair Application, you are certifying that you have read the attached FOGP Art Fair Terms and Conditions and agree to adhere to all rules and policies therein.**

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

**NOTE:** Electricity is not available. Food and beverages will be available.

Thank you for your interest in the First Annual FOGP Art Fair. Your registration will be confirmed by email within two weeks of the time it is received. Please contact us if you have not received notification. For more information or application forms, please email us at [FriendsOfGrantPark@gmail.com](mailto:FriendsOfGrantPark@gmail.com)

Office use only below this line\*\*

Date Registration Received: \_\_\_\_\_ Payment Received \_\_\_\_\_

Payment Method: \_\_\_\_\_ Check Number: \_\_\_\_\_

Date Confirmation Emailed: \_\_\_\_\_ Space Assignment: \_\_\_\_\_

### **FOGP Art Fair Terms and Conditions**

1. Setup/ Break Down: All Exhibitors must be set up and ready to sell by 10:00 am the day of the Art Fair. Exhibitors may begin setting up at 9:00 am the day of the Art Fair. Breakdown can start no sooner than 2:00 pm on Sunday and must be completed by 3:00 pm. No vendor is to close before the official closing time. Sellers are responsible for their selling spaces. Before leaving, be sure your area is clean and trash-free.
2. Staffing: Exhibitor tables/ booths must be manned at all times and intact until the show closes at 2 pm. Neither Milwaukee County nor Friends of Grant Park are responsible for merchandise or display materials.
3. Exhibitor Items: Items for sale at the Exhibitor's booth must be predominantly original and/or handmade by the Exhibitor. FOGP reserves the right to have items removed that are considered not appropriate. Items cannot be simply purchased for resale.
4. Exhibitor Responsibility: Exhibitor will be fully responsible for any loss or damage to his or her property by theft, fire or casualty. The FOGP and Milwaukee County expressly disclaims any responsibility for same. Exhibitors shall be responsible for any damage which may be incurred to the facilities as a result of or in connection with their operation. Each Exhibitor is responsible for the conduct of his employees and/or representatives and activities must not detract from the image or welfare of the Art Fair.
5. Exhibitor Spaces: Exhibitor spaces will be assigned. Placement, flow and competition will be taken into consideration to provide the best experience for Art Fair attendees. If you have special space needs, please include your request with your application and we will make every effort to accommodate you. Spaces are reserved on a first-come first-served basis. Vendors must ensure that none of their display equipment extends beyond the space they have booked; this includes any rails, stands or additional equipment.
6. Acceptance: The FOGP reserves the right to decline any application for space if it deems such an action to be in the best interest of the Art Fair.
7. Payment: The full payment is a non-refundable registration fee for the selected space and is due with the submission of this agreement. This fee will be used to cover advertising and other incidental costs associated with the production of this event.
8. Tables & Chairs & Exhibit Space: Each Exhibitor must furnish his or her own chairs, tables, stands, tent or canopy. It is advised to bring along shims, or blocks of wood to level out the tables, since most of the grounds are flat but un-level. All tents and canopies must be secured to the ground using weights/ sandbags in case of windy weather. Electricity will not be available. FOGP will not provide tables or chairs for Exhibitors.
9. Cancellation of space: Application fees are not refundable. FOGP or Milwaukee County are not liable if weather or other conditions prevent the Exhibitor from attending and fulfilling the contractual obligation as an Exhibitor. No refunds will be made for weather, accident, health, or other causes for non-participation.
10. Indemnification: Exhibitor agrees to indemnify and hold harmless FOGP and Milwaukee County from and against any loss, expense, claims, damages, causes of action, injuries, suits or damages, suits to person or property, including attorney's fees, arising out of or related to the operation of the Exhibitors at the FOGP Art Fair.
11. In the event the Art Fair has to be canceled or you are not selected to attend your fee will be refunded.
12. All Exhibitors must abide by Milwaukee County COVID guidelines at the time of the event. If guidelines are not adhered to you will be asked to leave and booth fee will be forfeited.