



Milton House Arts & Crafts on the Lawn
18 S. Janesville Street
P.O. Box 245, Milton, WI 53563
Date of Show: August 15, 2010
Registration Contract

FOR OFFICE USE ONLY
Check # _____
Date Received _____
Space # _____

Name _____ Business Name _____

Address _____ City/State/Zip _____

Phone (land line) _____ Cell Phone _____

Craft (detailed description) _____

Cost per space: \$75.00 non-members \$65.00 Milton Historical Society members Amount Enclosed \$ _____

Exhibitor will agree and abide by the following rules upon being accepted into the Milton House Arts & Crafts on the Lawn.

PLEASE READ THE FOLLOWING SHOW CONTRACT RULES CAREFULLY.

1. A signed contract is a commitment by the exhibitor to display his/her work during ALL scheduled hours of the show.
2. Two sets of a minimum of 4 photographs, one set to be included with this contract and one set to be kept in your booth, are required as follows:
 - a. Photos of work in progress (this may take 3 or more photos --Some vendors keep a photo album in their booth)
 - b. Photo of raw material that you use (bulk fabric, unfinished wood, etc.)
 - c. Photo of your work area, with you is even better (We want to know it is you doing the work.)
 - d. Photo of a full view of your display area.
3. Only Milton House Arts & Crafts Staff will be allowed to ask to see your photos.
4. This is an outdoor show—BE PREPARED FOR INCLEMENT WEATHER. Show goes on RAIN OR SHINE.
5. The approved exhibitor will occupy his/her booth at all times. No subletting or sharing of space is permitted.
6. Exhibitors may not include items by other persons. NO DEALERS, IMPORTS OR BUY-SELL
7. If you have buy/sell you will be asked to pack up and leave within 30 minutes, forfeiting your rent. A staff observer will stay until you leave.
8. Fee is \$75 (Milton Historical Society Members \$65) per 12' x 12' space.
9. Merchandise may not extend beyond your booth.
10. Payment in full is due with the application.
11. \$50 of your \$75 registration fee is a non-refundable deposit. This ensures your commitment to the show and is not transferable to another craftsman or future show.
12. All payments must be in by July 15 to allow time for checks to clear the bank. If your check does not clear the bank you will be required to pay your booth fee in cash prior to setup day of show.
13. Cancellations must be made by June 1. Deposit fees will not be refunded.
14. Completed WI Dept of Revenue Operators and Vendor/Sellers form must be submitted with this contract.
15. All exhibitors must be set up prior to 8:30 a.m. and remain set up until the show ends at 4 p.m.
16. The exhibitor's space must be occupied by 8:30 a.m. the morning of the show, or the exhibitor will be considered a "no show" and his/her space may be reassigned and no refund will be given.
17. Set-up and breakdown times will be strictly enforced. Breakdowns will not begin until the end of the show (4 p.m.). Vehicles will not be permitted into the grounds until after 4:30 p.m. or at the show director's discretion. Leaving early will jeopardize the right to return to this show. **THIS IS A SAFETY ISSUE.**
18. If there is an emergency and you must breakdown early. Contact the show staff first so we may remove barricades and escort your vehicle to and from the show.
19. Set up help is NOT provided.
20. I agree to comply with parking regulations. Violators may be towed at owner's expense.
21. Saturday set up is permitted, after 11 a.m. No security is provided Saturday night.

Exhibitor, contestant, petitioner, participant or performer shall and will defend, indemnify and save harmless the MILTON HISTORICAL SOCIETY and its agents from and against liability, claims, demands, expenses, fees, fines, penalties (including attorney fees), suits, proceedings, actions, and causes of action of any and every kind and nature arising or growing out of or in any way connected with the Milton Historical Society. Exhibitor, contestant, petitioner, participant or performer additionally allows the Milton Historical Society the right to use their name, picture, voice and/or likeness for advertising or promotional purposes.

Signed _____ Date _____

Milton House Arts & Crafts on the Lawn
Always the Third Sunday in August

INFORMATION SHEET

RETAIN A COPY OF THIS INFORMATION FOR YOUR RECORDS

Show Time: 9 a.m.-4 p.m.

Location: Milton House Grounds, 18 S. Janesville Street, Milton, WI

Contact Information: Milton Historical Society; P.O. Box 245, Milton, WI 53563; (608) 868-7772

Parking: Vendor parking is located on Storrs Lake Road east of the Milton House property, south of the Milton House (adjacent to the railroad tracks), at Milton East Elementary School parking lot and on any adjacent street. **DO NOT BLOCK ANY BUSINESS LOTS.** Business owners have the right to have your vehicle towed at your expense.

Set up: Booth setup may begin at noon Saturday. No overnight security is provided. The Society assumes no responsibility or liability for losses due to early setup.

Check in: Please check in with volunteer(s) before you set up.

Registration for Next Year: Registration will be open all day, show day. You must register for your current space before 4 p.m. We cannot guarantee your current space after 4 p.m. on day of show.

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