



Sunday, November 4, 2012

11:00 am - 2:30 pm

## Registration Form

BUSINESS NAME \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ ZIP \_\_\_\_\_ PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_ WEBSITE \_\_\_\_\_

Your contact information will be listed in our program on the day of the event and we will place a link to your business website.

BUSINESS DESCRIPTION (Please check which category best fits your business.)

- |  |                                      |  |   |
|--|--------------------------------------|--|---|
| <input type="checkbox"/> Bridal Attire                 | <input type="checkbox"/> DJ/Bands    | <input type="checkbox"/> Bridal Services         | <input type="checkbox"/> Make-up/Beauty |
| <input type="checkbox"/> Jewelry                       | <input type="checkbox"/> Invitations | <input type="checkbox"/> Reception/Ceremony Site | <input type="checkbox"/> Salon/Spa      |
| <input type="checkbox"/> Florist                       | <input type="checkbox"/> Travel      | <input type="checkbox"/> Photography/Videography | <input type="checkbox"/> Caterer/Bakery |
| <input type="checkbox"/> Other (Please describe) _____ |                                      |  |   |

Register before August 31 and receive discounted registration fee. No door prize required.

Enclosed is my **EARLY** registration fee of **\$175**.       Enclosed is my **\$225** registration fee.

I will need **ELECTRICITY**. Please add **\$10** to your fee.

(Extension cord will be provided. Requests for electricity must be done at time of registration as it will affect the location of your booth.)

\$ \_\_\_\_\_ TOTAL

One booth space includes an 8 foot table, two chairs, linens, and lunch for two.

By request, tables may be shared by two vendors or individual vendors may also reserve more than one booth space; Please contact the Schauer Center directly in order to make these arrangements. Table/location requests cannot be guaranteed, but every effort will be made to accommodate vendors.

I have read the attached information and I agree to the enclosed terms and conditions.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

Please make checks payable to The Schauer Center or provide your credit card information.

D       M       V

CC #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Exp. Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

\*Payment must be received with completed registration forms to the Schauer Center before Friday, September 28 to be included in our advertising and promotion; ad space subject to availability. Some restrictions apply.

*Information subject to change without notice.*





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## Vendor Information

Thank you for being a part of the Schauer Center's 6<sup>th</sup> Annual Bridal "Schauer" & Event Faire. Upon receipt of your completed registration form and registration fee, the Schauer Center will send you a confirmation, along with additional exhibit information. If you have any questions, please feel free to contact Director of Event Services Kathy Kempfen at 262-670-0560, ext. 215 or [Kathy@SchauerCenter.org](mailto:Kathy@SchauerCenter.org).

### EVENT SET-UP & TEAR DOWN

Vendors will be allowed to set-up on Sunday, November 4, 2012 from 8:30 to 10:30 am. *A LIMITED number of carts will be available. Exhibit space on the 2nd floor is accessible by an elevator or stairs; please plan accordingly.*

All vendors must have their booth completed and ready for the event no later than 10:30 am.

Vendor agrees to maintain their booth for the duration of the event (11:00 am to 2:30 pm).

Tear down is immediately following the event on November 4 from 2:30 to 3:30 pm. Please arrange to have all items out of the Schauer Center no later than 3:30 pm or an additional fee may apply.

All belongings and waste must be removed from your booth. Any merchandise or display material left after the event will be disposed of.

### BOOTH SPACE *Limited - first come, first served. Payment required to reserve a booth.*

A booth is approximately 10' x 10' and includes a table, two chairs, and linens. Vendors wanting more (or less) than one booth must make special arrangements with the Schauer Center at the time of registration. *Vendors exceeding their designated space on the day of the event may be charged for additional booths.*

Advanced notice is required for electrical connections or any other special accommodations. Extension cords are not allowed to be brought in - the Schauer Center will provide all connection materials for a \$10 fee.

Displays shall be confined to the vendor's designated area and should not pose a physical, visual, or auditory obstruction to neighboring vendor areas.

The Schauer Center reserves the right to restrict, alter or evict any exhibit that detracts from the general character or operation of the event.

Vendors must comply with the Schauer Center's rules of operation (available upon request).

The Schauer Center is not responsible for loss or theft of any items.

Displays must be flame proof and should not damage the walls or booth space. The vendor is liable for any damages incurred. No glitter or confetti permitted.

Banners or signs should be free standing or resting on a table, but may not be pinned or attached to anything other than the provided table linens. No hand written signs will be allowed.

### PARKING

Vendors may unload vehicles in the loading zone in front of the Schauer Center. After unloading, your vehicle must be moved and re-parked in the lot (additional parking is available behind the Hartford Recreation Center).

The event will not open until all vehicles are removed from the unloading area.

### CERTIFICATE OF LIABILITY INSURANCE

A copy of your Certificate of Liability Insurance is required. It must name the Schauer Arts and Activities Center, Inc. (147 N. Rural Street, Hartford, WI 53027) as additionally insured.

### VENDOR DUTY

The vendor listed upon signature of reservation agrees to hold harmless the Schauer Center, staff, and volunteers from any and all claims, liability, injury, loss, and expenses, including legal costs that may arise from, or in connection with, this event.

Vendors further agree to protect and hold the Schauer Center, staff, and volunteers harmless for any damages or charges imposed for violations of any law or ordinance, whether occasioned by the negligence of the vendor or those acting on behalf of the vendor.

