

“Your One-Stop Mother’s Day Shop” Crafts & Vendor Marketplace May 6, 2017 Booth Registration

Business/Organization name: _____

Contact person legal name: _____

Address (__business or __home): _____

Business phone number: _____

Best phone number if we need to contact you: _____

Email address: _____

Website (if applicable): _____

Other social media: _____

Wisconsin tax account number (15-digit): _____
[per Wisconsin statute S.73.03 (38)] *if you are selling anything*

If not providing WI tax account number, provide the last 4 digits of one of the following:
Social security number _____ or Federal ID Number _____

Description of products, or services, offered (8 words or less): _____

♥ Donate a fabulous item valued at \$10 for shopper drawings, and save \$5 on your registration fee! ♥
See 2017 Booth Information sheet for details.

Number of booths needed (approx. 8 ft. wide by 6 ft. deep): _____ @ **\$30 each** = \$ _____

Optional: Electrical power: **\$5** + \$ _____
Electrical power is limited to one extension cord

Optional: 6' x 30" table plus 2 chairs: (# of sets) _____ X **\$10 each set** + \$ _____

Optional: _____ Yes! I will donate a \$10 item for the drawings: Subtract: **\$5** - \$ _____

TOTAL AMOUNT ENCLOSED:* \$

*All booth reservations are subject to availability. To reserve a booth, email your completed registration form to mcfarlandmatters@yahoo.com. Upon approval by McFarland Matters, please mail your registration form and payment to the address listed below.

McFarland Matters will limit the number of vendors of similar businesses to two, on a first-come, first-served basis. Booth space will be awarded to the first registration request received from representatives of the *same company*. There are 18 booths available.

Mail this form with your check payable to: McFarland Matters, Inc.
5901 Glenway Street
McFarland, WI 53558

For Office Use Only:
Check # _____
Date Rec. _____

Completed registration form and full payment must be postmarked by April 20, 2017.

This form is also available at www.mcfarlandmatters.com



This event is organized by [McFarland Matters, Inc.](http://www.mcfarlandmatters.com), a nonprofit organization, and hosted by [Rise Up Martial Arts Academy](http://www.riseupmartialarts.com).

email: mcfarlandmatters@yahoo.com • www.facebook.com/mcfarlandmatters/



“Your One-Stop Mother’s Day Shop” Crafts & Vendor Marketplace 2017 Booth Information

- Date & hours of operation:** Saturday, May 6, 2017
Sale starts at 10 a.m. and runs until 4:00 p.m.
- Set-up & take-down:** Set-up: Between 8 a.m. and 9:50 a.m., Saturday, May 6
Take-down: Promptly at 4:15 p.m., Saturday, May 6
- Site location & booth dimensions:** Site is indoors at Rise Up Martial Arts Academy, 4801 Voges Road, McFarland
Booth size is approximately 8 feet wide by 6 feet deep
- Fees:** Booth: \$30 per space
Options: 6-foot table and two chairs \$10
Electricity \$5
Donate a fabulous item valued at \$10 for shopper drawings, and subtract \$5 from your entry fee! See “Other” below.
- Deadline & space availability:** Completed registration form and full payment must be postmarked by April 20, 2017.
To reserve a booth, email your completed registration form to mcfarlandmatters@yahoo.com. Upon approval by McFarland Matters, please mail your registration form and payment to the address listed on the registration form.

McFarland Matters will limit the number of vendors of similar businesses to two, on a first-come, first-served basis. Booth space will be awarded to the first registration request received from representatives of the *same company*. There are 18 booths available.
- Regulations & rules:** All vendors must provide their Wisconsin tax account number or last 4 digits of Tax Exempt or Social Security number on the registration form [per Wisconsin statute S.73.03 (38)].

No alcohol allowed. This is a family-friendly event and venue. Please only sell items that are “G” or “PG.” Thank you!
- Vendors: What else to bring & do:**
- ✓ Table cloth/coverings and whatever you use for your display
 - ✓ Snacks/lunch, non-alcoholic beverage if you want something other than water or coffee
 - ✓ Donated, fabulous \$10 value item (if participating)
 - ✓ Tell everyone you know about this event! Please share on your website and social media and hand out flyers (McFarland Matters created flyers and will email you a pdf).
- McFarland Matters provides:**
- ✓ Bottled water and coffee for vendors
 - ✓ Shopper’s guide listing all vendors, using your contact info. from registration form
 - ✓ Posters around McFarland, flyers, post on Facebook, submit event info on local and community newspaper websites, tell everyone we know, etc.
- Other:** Bake Sale: Bake sale will be set up in the lobby. All bake sale proceeds will be donated to the McFarland Food Pantry.

Canned Food Item Donation: We will ask shoppers to bring a canned food item (if they would like to) for the McFarland Food Pantry.

Drawings: All shoppers will receive a ticket for drawings to win products donated by the vendors. Drawings will be held hourly, every ½ hour or every ¼ hour, depending on how many items are donated.



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