

WISCONSIN GOURD FESTIVAL

APRIL 10, 2010

VENDOR INFORMATION AND APPLICATION

The 2010 Wisconsin Gourd Festival, sponsored by the Wisconsin Gourd Society (WGS), will be held on Saturday, April 10th at Olbrich Botanical Gardens in Madison, Wisconsin. Gourd Festival hours are 9am to 4pm on Saturday. Admission to the Gourd Festival is free.

All vendors **MUST** be a member of the American Gourd Society (AGS), the Wisconsin Gourd Society (WGS) or a state chapter of AGS.

Merchandise must be at least eighty (80%) percent gourd and/or gourd related. Sales are limited to gourds, gourd art and crafts, gourd tools, books, accessories or embellishment materials, gourd seeds and gourd plants. **Sellers of fresh or dried gourds or gourd plants must be the growers.** Any sales item that is not gourd-related must be approved, in advance, by the Festival Committee. A detailed description of such non-gourd-related items must be included on your application.

Vendor booths must be managed at all times. The Wisconsin Gourd Society and Olbrich Botanical Gardens are not responsible for accidents, loss, theft or breakage of any items or vehicles.

Vendor set up will be Saturday morning from 7am – 9am. Vendor's booths must remain up until 4pm. Booth breakdown can begin at 4pm and all vendors must be out of the building by 5pm. Vendors are expected to keep their area clean during the day and each booth space is expected to be free of debris at the end of the day. Wisconsin Gourd Society must be out of the building with the festival areas clean by 5pm and we are asking all vendors to help us in this effort. By keeping your booth area neat, we will be able to meet this requirement.

All vendors must donate one item to the Silent Auction/Raffle. This piece will be picked up the morning of the festival by a volunteer.

Vendor space is limited and will be assigned on a "first come" basis for gourd artists or suppliers of gourds, tools, embellishments, dyes, etc. **Vendor booths are 8'x8'.** Each space must be reserved in advance and accompanied by the appropriate fee. **The deadline to reserve space is January 31, 2010 (must be received by 1/31/10).** Vendors will be notified by March 5, 2010 of the confirmation or denial of space. All denial fees will be refunded. Approved vendor space deposits are not refundable after **March 5, 2010.** Vendor space, once assigned, will not be changed.

Electricity is available. Please specify your electrical needs on the vendor application. Vendors wishing to use electricity in their spaces must bring their own power/extension cords. Vendors must bring their own tables and chairs. Vendors are encouraged to give demonstrations at their booths.

The 2010 Wisconsin Gourd Festival runs **one day**; please be prepared to participate for the entire day. **NOTE: THERE WILL BE NO EARLY BREAKDOWNS.** Any vendor who breaks down before the end of the day will not be invited back the following year. Your signature on this application is your agreement to remain set up and open for vending until the end of the festival day and to be out of the building with your stall space cleaned by the specified time.

Madison's State Sales tax is 5.5% on all tangible sales. It is the individual vendor's responsibility to collect and report such tax as appropriate. Tax forms are available through the Wisconsin Department of Revenue at www.revenue.wi.gov.

The purpose of the Wisconsin Gourd Festival is to educate, familiarize and entertain the public with gourds and, accordingly, photography is encouraged. If a vendor does not wish to allow photography, the vendor will be responsible for posting a clearly visible sign noting such.

To reserve vendor space, complete a vendor registration form and send registration form with appropriate space fees to the address below **no later than January 31, 2010**. Make checks payable and send to:

**Wisconsin Gourd Society
2099 County Road E
Blue Mounds, WI 53517-9640**

Please **call 608 437-1944** or email thegourdgirl@thegourdgirl.com with any questions about vending at the 2010 Wisconsin Gourd Festival.

A confirmation packet including directions and lodging information will be mailed out by March 10, 2010. The Olbrich Botanical Gardens is located in Madison, Wisconsin, at 3330 Atwood Avenue.

RV parking is available at Lake Farm County Park just south of South Town; full campground with utilities and showers and only 5-10 mins from Olbrich. www.co.dane.wi.us/lwrp/parks/parklist.asp Vendors may park their trailers in the parking lot but may not sleep in the trailers at Olbrich.

Thank you for your consideration,

terri schmit
2010 Festival Vendor Contact
thegourdgirl@thegourdgirl.com
(608)437-1944

**WISCONSIN GOURD FESTIVAL
APRIL 10, 2010
VENDOR REGISTRATION FORM**

Send completed application with the appropriate fees to Wisconsin Gourd Society no later than **January 31, 2010**. Please make checks payable to Wisconsin Gourd Society. At this time we can only accept personal checks, money orders or certified checks. No credit cards.

I have read and agree to the terms stated in the Vendor Information section.

Signature_____

Print Name_____

Business Name_(if different)_____

Address_____

City_____ State_____ Zip_____

Phone_____ Email_____

I will be selling the following types of items:

Describe any free demonstrations you will be doing at your booth, (please use back of form for additional information):

Member of _____AGS _____WGS _____Other (name)_____

_____Indoor 8'x8' space -- \$40 for WGS member/\$55 for non-WGS member

= \$_____

_____Join us for dinner Saturday night, \$18/person

= \$_____

_____Join WGS (annual \$12) and save \$3 on your space!

= \$_____

TOTAL DUE \$_____

_____Electrical outlet (Please circle) Yes or No

Send application and check, money order or certified check for total space fee to:

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