



### Art Vendor Form

This form is to be a vendor/food vendor at Grafton's Downtown Business Association Second Saturday Event  
Send in your application below to Grafton Area Chamber of Commerce

#### Company Info:

Company Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Website: \_\_\_\_\_

Facebook: \_\_\_\_\_

#### Individual Contact Info:

Name: \_\_\_\_\_

Title: \_\_\_\_\_ Email: \_\_\_\_\_

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

#### Type of product(s):

List of items to be sold:

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Other information you feel we should know:

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Please arrange to set up no later than 1:30 p.m. Please be ready to start sales at 2 pm. Tables, chairs, tent and electric will NOT be provided. If you require electric, please reach out to [chamber@grafton-wi.org](mailto:chamber@grafton-wi.org). Vendors must provide their own electrical cords.

Thank you for your interest in the Grafton Downtown Business Market of the Arts. This is a juried event and registration will be confirmed by email. Please contact us if you have not received notification.

For more information, please email [chamber@grafton-wi.org](mailto:chamber@grafton-wi.org)  
or call 262-377-1650

*Thank you for being a part of our event!*



To make this event a great success we ask that you.

- Please complete the Vendor Application form
- Please sign the Terms and Conditions document
- "Like" us on Facebook at [Grafton Downtown Business Association](#)
- Email photographs, images (JPG or PNG files please), or web link of your products.
- Payment: Method of Payment: Check, cash, or card will be accepted. Please make checks payable to Grafton Area Chamber of Commerce. **Total payment must be enclosed with**
  - Vendor Fee- \$50.00 (Non-chamber member)
  - Vendor Fee - \$25.00 (Chamber member)
- Mail or email all forms by August 4 to [chamber@grafton-wi.org](mailto:chamber@grafton-wi.org)
- \*If paperwork is emailed, the application will not be active until the fees are received.
  - Mail to: **Grafton Area Chamber of Commerce Market of the Arts, 1624 Wisconsin Ave PO Box 132, Grafton, WI 53024**
- If food is sold, you must have the following:
  - A certificate of insurance
  - A valid Temporary Food and Event and Mobile Food Unit License by the state of Wisconsin on-hand as there is a chance that the Ozaukee-Washington County Health Department may check it.

By completing the form, you are certifying that you have read the Terms and Conditions and will adhere to all rules and policies herein.

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**\*If paying with a card, please fill out the information below:**

Name on Card: \_\_\_\_\_

CC#: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Security Code on Back of Card \_\_\_\_\_

Zip Code for the Card: \_\_\_\_\_



### Terms and Conditions:

1. **Setup/ Break Down:** All Exhibitors must be set up and ready to sell by 2 pm
  - Exhibitors may begin setting up at noon on the day of the event.
  - Break down can start no sooner than 6 p.m. and must be completed by 7 p.m.
  - Sellers are responsible for their spaces. \*Before leaving, be sure your area is clean and trash-free.
  - There will NOT be an assigned parking lot for vendors.
2. **Staffing:** Exhibitor tables/booths must always be staffed.
3. **Exhibitor Items:** Each vendor must submit a few photographs of his or her item(s) prior to the event. Photos will be used on our website and social media for promotional purposes of our event.
  - The association reserves the right to have items removed that are considered not appropriate.
  - No open flames, profanity, tobacco or alcoholic items/references, or suggestive material are permitted. If these rules are not followed, you will be asked to leave our event and will NOT receive a refund.
  - The association is not responsible for merchandise or display materials.
4. **Exhibitor Responsibility:** Exhibitor will be fully responsible for any loss or damage to his or her property by theft, fire or casualty. The association expressly refuses any responsibility for same.
  - Exhibitors shall be responsible for any damage which may be incurred to the facilities because of or in connection with their operation.
  - Each exhibitor is responsible for the conduct of his or her employees and/or representatives, and activities must not detract from the image or welfare of the fair.
5. **Exhibitor Spaces:** Exhibitor spaces will be assigned. Placement, flow, and competition will be taken into consideration to provide the best experience for attendees.
6. **Acceptance:** The association reserves the right to decline any application for space if it deems such action to be in the best interest of the event.
7. **Payment:** The full payment (selected above) is a non-refundable registration fee for the selected space and is due with the submission of this agreement. If there is a cancellation due to poor weather, you will receive a FULL refund on the method of which you paid.
8. **Electricity:** Electricity may be available depending on your needs and location of booth. If you require electricity, please contact [chamber@graffon-wi.org](mailto:chamber@graffon-wi.org) for additional information.
9. **Tables, Chairs, and Tent:** Each Exhibitor must furnish his or her own chairs, tables, stands, and tent.
10. **Cancellation of space:** Application fees are not refundable. The association is not liable if the Exhibitor chooses to cancel and not attend Market of the Arts. The Exhibitor is expected to fulfill the contractual obligation as an Exhibitor. No refunds will be made for accidents, health or other causes for non-participation. If there is a cancellation due to poor weather, you will receive a FULL refund.
11. **Indemnification:** Exhibitor agrees to indemnify and hold harmless The Grafton Area Chamber of Commerce and the Downtown Business Association from and against any loss, expense, claims, damages, causes of action, injuries, suits or damages to person or property, including attorney's fees, arising out of or related to the operation of our event.

Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_