

# **PARKSIDE COMMUNITY U.C.C. VENDOR, CRAFT, AND BAKE SALE**

**Saturday, September 28, 2024 from 9:00 am to 2:00 pm**

Location: 166 W. Dekora Street, Saukville, WI 53080 (next to Grady Park on Highway 33)

There is a limit of 32 vendors possible with a waiting list  
**Registration sheet & payment in full REQUIRED to hold your space**

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

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

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

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

Phone number: \_\_\_\_\_ Email Address: \_\_\_\_\_

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

Description of items to be sold (list brand name(s) if applicable):

\_\_\_\_\_  
\_\_\_\_\_

## **FEES AND PAYMENTS:**

\_\_\_\_\_ \$40 for 1 booth (1 table & 2 chairs)      \_\_\_\_\_ \$75 for 2 booths (1 table ea)      \_\_\_\_\_ \$5 for electric      \_\_\_\_\_ \$5 extra table

Method of payment (circle one):    CASH    CHECK    PAYPAL    Check # \_\_\_\_\_

Make checks payable to Parkside Community U.C.C. and mail the completed form with your check to:  
Attn: Mary Kiepert, Parkside Community UCC, P.O. Box 80304, Saukville WI 53080

PAYPAL Payments sent to: [paypal.me/parksidesaukville](https://paypal.me/parksidesaukville)

*Indicate "Vendor Show" on your payment and send through "Friends & Family".  
Vendors not using Friends & Family will be assessed the PAYPAL service fees.*

Applications are due by June 10, 2024. Notification will be sent out by June 24, 2024 if accepted. Booth fees are due by July 10, 2024 to guarantee your spot. No refunds. If you cancel you may not have another vendor take your place. Parkside retains the right to fill cancellations with the vendors from the waiting list.

# VENDOR DETAILS

## SETUP AND CLEANUP:

- Set up time is Friday, September 27, 2024 from 5pm to 7:30pm and Saturday, September 28, 2024 beginning at 8:30am.
- 1 table and 2 chairs will be furnished for each booth.
- All booths are 8' x 8'
- Wi-Fi is available if needed to conduct credit card transactions. Login to Parkside Guests, Password is "allarewelcome".
- All display items must be contained within your allowed space.
- All containers, unused displays, bags, carts, etc. must be kept out of site or in your vehicle during the show.
- Vendors must maintain a clean/professional booth throughout the event, including the removal of all trash and all belongings at the end of the event.
- All vehicles must be moved to the west parking lot or on the street to allow for customer parking in the main parking lot.
- Nothing can be attached to walls.
- No Vendor or Crafter may close their booth prior to close time. If you close early, you will not be invited back to future events.

## BAKE SALE:

- Sale of baked goods that have been donated to the Vendor & Craft Sale, ie. breads, bars, cookies, etc.

## SALE ITEMS:

- Each vendor is solely responsible for their items.
- Sales of prepared food for consumption on site is not allowed.
- Sales of rummage items, firearms, fireworks, illegal items and pornographic items are prohibited.

## ADVERTISING EXPECTATIONS:

- All vendors are expected to participate in advertising. This includes word of mouth, posting the event online and via social media (your blog, Facebook, website, etc.) and any other means of advertising you deem appropriate. Flyers are available to print and share on our website at [parksideucc.com](http://parksideucc.com). Please tag us to verify that you have posted on your Facebook site.

## CONTACT INFO:

- All contact between organizer and crafters/vendors will be via email, written copy will be maintained on file.
- For additional information or questions contact Mary at (414) 651-1255 or email [loshipping79@gmail.com](mailto:loshipping79@gmail.com)

