

# Ham Supper & Holiday Shoparama

Saturday October 18<sup>th</sup>, 2014

3pm – 7pm

Holiday Shoparama Craft/Vendor Event & Ham Supper  
(3pm – 7pm) (4pm – 7pm)

## Vendor Application

**General Information:** The Ham Supper & Holiday Shoparama will be held at E & R United Church of Christ at 413 Wisconsin Ave, Waukesha WI. This is a one day event with the vendor portion from 3-7pm. This is NOT a religious event, but an event of which the proceeds will be donated to the Women's Guild of the church. E & R Church will **NOT** be collecting a portion of the sales at this event, only the booth fee & the sales of the Ham Supper Tickets. Tickets for the Ham Supper are open to the public & can be purchased the day of the event. E & R Church will be advertising the event locally but asks that you contact your customers, also. **All participants must be at least 21 years of age** & are expected to be open for sales throughout the entire event. Each vendor is responsible for collecting & reporting WI Sales Tax on all sales made during the event. This is an **INDOOR** event, held rain or shine. Canopy structures will NOT be allowed. This is a family orientated event. **No Animals, Alcohol or Firearms allowed.**

**Booth Information:** Each space measures 8' x 8'. One 8' table & one chair will be provided for each space at the event. Additional tables may be used but will NOT be provided. You may purchase more than one space.

**Booth Set-up:** On the day of the event between the hours of 12- 3pm. Clean up by 8pm.

**Fee:** \$30 per 8' x 8' Booth payable to E & R Church Women's Guild by **August 31, 2014.**

E & R Church reserves the right to deny any application & return any fees. There will be NO refunds given. **There will be a limit of 1 representative for each direct sales company.** You will be notified of the status of your application within 2 weeks of receipt.

Any questions, please contact: **Sue Manzke** at 262-510-9215 or manzkes@gmail.com

**Please complete & return this portion of the application along with payment to E & R Church Women's Guild by August 31, 2014**

Name: \_\_\_\_\_ Business/Craft Name: \_\_\_\_\_

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

E-mail Address: \_\_\_\_\_ Phone/Cell #: \_\_\_\_\_

Description of Goods: \_\_\_\_\_

**Agreement:** I hereby submit this application to become a vendor at the Ham Supper & Holiday Shoparama on Saturday October 18<sup>th</sup>, 2014 from 3-7pm. I agree to abide by the rules. By signing this application, I hereby & forever discharge E & R Church of & from all manner of actions, suits, damages, claims & demands whatsoever in law or equity, from any loss or damage to the applicant's property or self while on premises. Applicant agrees to give permission for any & all photos taken to be used by E & R Church.

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

Please indicate the # of spaces \_\_\_\_\_ at \$30 each. Total amount enclosed \$ \_\_\_\_\_.

**Please make checks payable & send to:** E & R Church Women's Guild  
413 Wisconsin Ave  
Waukesha, WI 53186

**Application Deadline is August 31, 2014**

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

Check #: \_\_\_\_\_