

# Go the Distance to End Abuse

## Women and Children's Horizons of Kenosha

### Awareness Walk Vendor Fair Registration Form

#### RULES & REGULATIONS

1. All proceeds from the Vendor Fair and Awareness Walk aid to benefit the mission of Women & Children's Horizons of Kenosha.
2. Each booth will be a maximum of 6' x 8' and must not exceed 8' in height. Space reservations and assignments will be made once payment and all completed paper work is received; booth locations are assigned on a first come first serve basis. The deadline for space reservation is September 29, 2017 with paid reservations. Checks should be made payable to Women and Children's Horizons and mailed with application to WCH, Attn: Awareness Walk, 2525 63<sup>rd</sup> St., Kenosha, WI 53143.
3. Vendors should submit 1 to 2 pictures of booth display with application. In absence of pictures kindly give a detailed description on the application under business description. Crafts and homemade items are not permitted. Women and Children's Horizons has final approval of all vendors. Incomplete applications will not be considered.
4. The booth fee is \$30 per registrant and subject to additional charges shall an additional space be required.
5. Signage for booths will be provided. Signage provided by vendor must be top quality and no handwritten signs are allowed. Flyers may not be placed in the parking lot or perimeter of the venue or on any vehicle other than your assigned exhibit area. No promotional materials are to be distributed for non-participating businesses. Women and Children's Horizons of Kenosha, The Woman's Club of Kenosha and Exceptional Events of Kenosha reserve the right to rule what information is questionable.
6. Exhibitors that require electrical engineering requirements will need to furnish extension cords from the drop boxes to their respective booth as placed by venue management. Booths are limited that have electrical engineering availability and are reserved for vendors that require such needs. Cords are to be secured to avoid a trip hazard.
7. Booths must be manned at all times. Show hours are from 9:00 a.m. to 12:30 p.m. Booths may not be removed until 12:30 p.m. Set up for vendor booths will Saturday, October 7th from 7:30 a.m. to 8:30 a.m. Event Care Staff will be provided during set-up hours for security purposes.
8. Women and Children's Horizons, The Woman's Club of Kenosha and Exceptional Events of Kenosha assume no liability for items displayed or left in the venue, nor any claims, injury, and loss of expenses that may arise from any connection with this event.
9. Exhibitors are responsible for cleaning up their display area following the vendor fair. All trash, boxes and debris shall be placed in the appropriate container provided by the venue.
10. Vendors may unload in the Sheridan Road parking lot on the west side of the venue. Ramp access is available and parking in close vicinity of the loading ramp is limited to 15 minutes.
11. Auction Item donation is due at a minimum value of \$10 as a donation to Women & Children's Horizons of Kenosha and are a requirement for each vendor participating. These items are to be received at Women and Children's Horizons by September 29<sup>th</sup>.
12. Women & Children's Horizons of Kenosha will act as the event hostess. All hostess proceeds, rewards, and hosting liberties for booking parties shall go to Women & Children's Horizons of Kenosha.
13. Vendors will have the opportunity to purchase lunch on-site as provided by Exceptional Events of Kenosha. A variety of salad and sandwich options are available. Vendors that pre-order will have their order delivered to their respective booth at noon.
14. Vendor booths that include food are exempt from participating unless the food offering does not duplicate that of the in-house catering company. Supplemental vendors such as chocolatiers, Confectioneries, Pampered Chef and the like are permitted. Final approval for all food vendors is subject to review by Exceptional Events of Kenosha. All food vendors must adhere to local food code and health department regulations.
15. Electronic Event Flyers will be made available to vendors. Like wise Women and Children's Horizons of Kenosha shall take photographs of the event for advertising purposes and if the vendor so chooses not to be included in those respective pictures you must inform Women and Children's Horizons of Kenosha or Exceptional Events of Kenosha. These photographs may be distributed on social media, internet and respective websites of Women and Children's Horizons of Kenosha, Exceptional Events of Kenosha and related Facebook social media pages.