

## 2023 Harborside PTSO Craft & Gift Fair Exhibitor Information

In conjunction with the Harborside PTSO Poinsettia Sale and  
Pancake Breakfast

November 18, 2023

8 am to 3 pm, breakfast ends at 11am

### PLEASE READ THE FOLLOWING INFORMATION CAREFULLY PRIOR TO COMPLETING THE APPLICATION ON THE REVERSE SIDE!

Dear Exhibitor—

On Saturday, November 18, 2023, Harborside's PTSO will be sponsoring its Annual Craft & Gift Fair. The fair will be located in the Harborside gymnasium, 913 57<sup>th</sup> Street, Kenosha, WI.

The time of the fair is 8:00 am until 3:00 pm. Setup will be the morning of the event starting at 6:30a.m. Exhibitors must be set up before 8:00 am and may not take down their exhibit **(unless sold out)** before 2:00 pm.

We will advertise our Fair in local newspapers (Racine and Kenosha) and will also place posters, flyers and signs in local venues.

Food and beverages will be available for purchase during the pancake breakfast, with donation (8a.m.-11:00 a.m.). A vendor lunch, turkey sandwich, chips and beverage will be served at 11:30 a.m.

### FEES AND APPLICATION PROCESS

Space fee \$30.00 (bringing own tables)... \$35.00 (we supply table)

Electric Space fee \$40.00 (Bringing own tables)...\$45.00 (we supply tables)

### ALL PARTICIPANTS ARE ASKED TO DONATE A RAFFLE ITEM!

**All entry fees are non-refundable.** Applications will be accepted until the fair is full.

Exhibitors will be categorized as **CRAFT OR GIFT** exhibitors.

**CRAFT EXHIBITORS:** Craft exhibitors are artists or craftsmen who exhibit and sell work which they design and make themselves.

**GIFT EXHIBITORS:** Gift exhibitors (commercial) are those who display and sell items made by others. Gourmet foods fall into this category.

### REGISTRATION AND PAYMENT

#### ELECTRONIC

1. Complete Registration Form:

<https://forms.gle/mZd2hiAf5hWYCSaq9>

2. Submit payment via link or QR Code

<https://square.link/u/46wSFORx>



#### MAIL OPTION (checks payable to Harborside PTSO)

Harborside PTSO – Craft Fair

913 57<sup>th</sup> Street

Kenosha, Wisconsin 53140

Contact PTSO with questions: [harborsideptso1@gmail.com](mailto:harborsideptso1@gmail.com)

Entry fee and raffle item due by Nov. 1<sup>st</sup>, 2023



**2023 Harborside PTSO Craft & Gift Fair  
Exhibitor Application**

Name \_\_\_\_\_  
(Please list your name not a business name)

Address \_\_\_\_\_

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

Cell (\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_

Please list the items to be exhibited.

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

Exhibitor's requests:

(We cannot guarantee special requests) \_\_\_\_\_

\_\_\_\_\_

Space fee \$30.00 (bringing own tables)... \$35.00 (we supply table)

Number of 9' X 10' Spaces \_\_\_\_\_

\*Each space is supplied with one 8ft. table for a \$5 fee unless you specify that you will bring your own table. You are allowed to bring in additional tables/shelves, however you must fit into the 9x10 space.

Number of 9' X 10' ELECTRIC Spaces \_\_\_\_\_

Electric Space fee \$40.00 (Bringing own tables)...\$45.00 (we supply tables)

**ALL SPACES REQUIRE A DONATION TO RAFFLE!**

Total Amount Enclosed: \_\_\_\_\_

NOTE: Checks returned for insufficient funds will be considered a show cancellation but said exhibitor will be responsible for payments of a \$50.00 returned ACH/check fee. Possible ban from future events.

**Type of Craft or Gift**

**Please check all that apply:**

- ☐ Basketry  
☐ Candles, Wax products  
☐ Ceramics  
☐ Crocheted, Knitted  
☐ Dolls  
☐ Framed Art  
☐ Floral  
☐ Food items (Gourmet, pre-packaged)  
☐ Gift items – describe  
☐ Holiday decorations  
☐ Jewelry  
☐ Metals / Iron works  
☐ Stained glass / Glass products  
☐ Photography  
☐ Paintings  
☐ Quilts, Needlework, Clothing  
☐ Soaps, Lotions  
☐ Woodworking / Furniture

Other (please describe below):

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

\_\_\_\_\_

For Office Use Only – Do not write below this dotted line

Date Received \_\_\_\_\_ Application Number \_\_\_\_\_

Booth Number \_\_\_\_\_

Exhibitor Payment Information: Check # \_\_\_\_\_

Name on Check \_\_\_\_\_