



Whitnall Park Rotary Club

P O Box 62

Hales Corners, WI 53130

<http://www.whitnallparkrotary.org>

CRAFT FAIR

Saturday, December 7, 2019

9 a.m. – 3 p.m. (open to the public)

Whitnall High School (5000 S. 116th Street, Greenfield)

Do **NOT** call the high school!!! This is a Whitnall Park Rotary Club event; NOT the Whitnall School District's.

MERCHANDISE

- Our fair features handmade/ handcrafted items or items with significant artist/crafter work that use purchased materials. **Purchased items MUST have significant work by the crafter/ artisan.**
- If you are planning to display commercially produced items or items that you and/ or your family have not created, do not. They are unacceptable at this fair.
- ALL items in the booth must be handmade/ handcrafted. NO commercial items, at all! NO home party merchandise.
- We reserve the right to limit the number of booths displaying a type of craft or item (e.g. jewelry).
- **NO items purchased from catalogs, etc. are to be sold at the Craft Fair. NO home party merchandise.**

SET-UP

- NO need to check-in. Just go to your assigned booth.
- Set-up **begins at 7:00** a.m. Saturday.
- Main level booths A, B, C, D: Main entrance #1 west side at end of C. Band entrance #30 west side at the end of B. Library entrance #27 south side at the end of A. Southeast corner #24 at the end of D. East side/crafter parking #23 in the midst of D.
- Lower level booths E, F, G, H, R [December only] Weight room #5 lower west side end of F. Delivery dock east side, use the lift platform. Or, use the elevator for D20-34.
- **Set-up must begin by 8:30 a.m.** Failure to begin set-up by 8:30 a.m. means:
 - *we consider the booth vacated and the booth fee forfeited
 - *we may reassign the booth
- Booth set-up must be completed before 9:00 a.m. All aisles must be open and safe for public access.
- **Vehicles must be moved to the lot behind the High School or to the Middle School lot when unloading is completed.!!!!!!!**
We need the parking places at the in front of the school & near the tennis courts for the customers! These are the people who will purchase your goods.
- There is **no** set-up time on Friday.
- We provide 2 metal, folding chairs. We do **NOT** provide tables, carts/ dollies. We will try to have Scouts available to help unload/ load.
- Booth numbers are indicated on the booth sign on a booth chair or on the wall.

ELECTRICITY

- If you will be using electricity, bring a multiple outlet strip, long extension cord and duct tape.
- Crafters/ artisans **share** the outlets. In corridors D & G, classrooms can also be opened for electrical access.
- NO electricity in R nor in E11-E26

WI-FI

Whitnall High School has a public Internet path that does not require a password.

PARKING

- We reserve parking on the west (116th) in front of the school & south (tennis courts) sides of the High School for Fair attendees. These are **your** customers. Let's make it inviting.
- After unloading, **immediately move your vehicle** to the lot behind (east of) the High School or to the Middle School lot (across the street).
- Note: failure to move your vehicle may result in rejection of your application for future fairs.

FOOD

- We sell food and beverages in the cafeteria and popcorn stand throughout the craft fair.
- Free Coffee is available to crafters throughout the day. You can go to the Cafeteria, or get a cup from the coffee cart which visits exhibitors during the day. Pastries and cookies are for sale on these carts.

DOOR PRIZES

- Each hour we award a \$20 gift certificate, as a door prize, to a craft fair attendee.
- If you're the exhibitor the prize winner selects, please, treat the certificate as cash. Then turn the certificate in at the Rotary table or give the certificate to a Rotary member (identifiable by the blue Rotary shirt). We will get the cash for you.

RAFFLE

- It's the type in which customers drop their purchased tickets into the buckets of the items they would like to win. We do appreciate your donation.
- You can give your donation for the customer raffle to a Rotarian or bring it to the Rotary table (across from A1-4).
- You will receive a "donor" emblem for your booth sign and a receipt for your donation.

END OF THE FAIR

- Crafters will **not** begin to take down or to remove their booths before the **3:00 p.m.** closing. Customers deserve the opportunity to see all of the wares for sale.
- Failure to observe this time frame may result in your application for future fairs being refused.

REFUNDS

- Requests to withdraw made 30 or more days before the fair: 100% refund.
- Requests to withdraw 8 – 29 days before the fair: 75% refund.
- Requests to withdraw 7 or fewer days before the fair: 0% refund.

WHAT WHITNALL PARK ROTARY DOES WITH THE BOOTH FEES & THE DOOR CONTRIBUTIONS/ ADMISSIONS AND THE RAFFLE PROCEEDS :

- Award five \$2500 scholarships to college bound seniors (\$12,500). One scholarship given at each of the following high schools: Greendale, Greenfield, Martin Luther , Muskego-Norway and Whitnall
- Create a permanent, fully accessible pathway into Boerner Gardens and a sitting circle
- Support youth Summer Reading Programs at the Greendale, Greenfield, Hales Corners and Muskego public libraries
- Support Girl Scouts, Boy Scouts, Post-prom programs, and D.A.R.E. programs
- Provide a Christmas party and gifts for the residents of Sojourner Truth House
- Send several high school students to the World Affairs Seminar at Carroll University
- Plant trees for the Greenfield Arbor Day celebration & in the 3 other communities
- Assist with and provide funding for the outdoor classroom at Muskego-Norway School District
- Support many other local/ regional projects
- Support a clean water project in San Salvador. El Salvador and one in Guatemala
- Support the Rotary International efforts to eradicate polio worldwide and to provide clean water and disaster relief worldwide
- Provided electricity, a well, teacher & parent training for Happy Home in Kolar Gold Fields, India (through a Rotary International Foundation Grant)
- Support ShelterBox housing and tools for disaster survivors.
- Support clean water projects in Guatemala and San Salvador, El Salvador.
- Assemble Stockboxes at Hunger Task Force, pick up roadside trash along Forest Home Avenue

CONTACTS:

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