



Whitnall Park Rotary Club

P O Box 62

Hales Corners, WI 53130

<http://www.whitnallparkrotary.org>

CRAFT FAIR

Saturday, March 16, 2024

9 a.m. – 3 p.m.

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

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

MERCHANDISE

- Our fair features handmade/ handcrafted items or items with significant artist/crafter work that uses 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 items purchased from catalogs, etc. are to be sold at the Craft Fair. NO home party merchandise.**
- We reserve the right to limit the number of booths displaying a type of craft or item (e.g. jewelry).

SET-UP

- NO need to check-in. Just go to your assigned booth.
- Set-up **begins at 7:00** a.m. Saturday. No set-up Friday evening.
- 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 middle of D.
- Lower level booths E, F, G, H, R: Weight room #5 lower west side end of F. Delivery dock east side, use the lift platform. NOTE the elevator near the loading dock only goes **UP**. Requires a special key to go down. You can use the elevator to go up to D20-34.
- **Set-up must begin before 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 8:55 a.m. All aisles must be open and safe for public access.
- **Vehicles must be moved to the lot behind (east of) the High School or to the Middle School lot (across the street) when unloading is completed.!!!!!!** We need the parking places in front of the school, near the tennis courts, near the football field and near the gym for the customers! These are the people who will purchase your goods. Let's make their visit as pleasant as possible.
- We provide 2 plastic folding chairs. We do **NOT** provide tables, carts/ dollies. We will try to have Scouts & Scout parents, Honor Society members, and/or similar student groups available to help unload/ load.
- Booth numbers are indicated on the booth sign attached to the chair in the booth. Please, post the sign in/ on your booth.

ELECTRICITY

- If you will be using electricity, bring a multiple outlet strip, long extension cord and duct tape. Cords my not extend across an aisle.
- Crafters/ artisans share the outlets. In corridors D & G, classrooms may also be opened for electrical access.
- **NO** electricity available in E11-E26, R

WI-FI & ATM

- Whitnall High School has a public Internet path that does **not** require a password.
- There's an ATM in the main lobby

PARKING

- We reserve parking on the west (116th) in front of the school and the gym, south (tennis courts) sides & north (football field) of the High School for Fair attendees. These are **your** customers. Let's make it inviting for them.
- 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 the popcorn stand throughout the craft fair.
- We can deliver pre-ordered lunch to your booth.
- Free coffee is available to crafters throughout the day. You can go to the Cafeteria, or get a of coffee or tea from the carts which visit exhibitors during the day. Pastries and cookies are for sale on these carts.

RAFFLE

- It's the type for which customers drop their purchased tickets into the buckets of the items they would like to win. We do appreciate 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

- Award five \$2000 scholarships (\$10,000) to graduating seniors from Greendale, Greenfield, Martin Luther, and Whitnall High Schools.
- Provide \$1,000 in funding for Whitnall High School project to teach students carpentry and trade skills.
- Award small education grants to teachers in public or parochial schools in Greendale, Greenfield, and Hales Corners for innovative projects.
- Created a permanent, fully accessible pathway into Boerner Gardens, a sitting circle and a new pedestrian - utility bridge near the circle, repaired the fish ponds and replaced fountain pumps
- Support youth Summer Reading Programs at the Greendale, Greenfield, and Hales Corners public libraries
- Support Girl Scouts, Boy Scouts, and Eagle Scout projects
- Provide Christmas gifts and party for the children and accompanying adults from Healing Hearts of Southeast Wisconsin
- Plant trees for Arbor Day celebrations
- Assist with and provide funding for the outdoor classroom at Muskego-Norway School District
- Support many other local/ regional projects
- Support clean water projects in El Salvador and in Guatemala
- Support the Rotary International efforts to eradicate polio worldwide and to provide clean water and disaster relief worldwide
- Supported ShelterBox housing and tools for disaster survivors.
- Assist Salvation Army distribution of school supplies and of food boxes
- Pick up roadside trash along Forest Home Avenue twice a year as part of the Adopt a Highway program
- Provided coats to Greenfield, Greendale and Whitnall school district students in need (through a grant from District 6270)
- Provide funding to three area food pantries and to one high school student "closets"