



Whitnall Park Rotary Club
P. O Box 62
Hales Corners, WI 53130
<http://www.whitnallparkrotary.org>



CRAFT FAIR

Saturday, December 2, 2017
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 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: 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 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.

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.

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.

- 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 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.

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 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 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
- Assist with a Habitat for Humanity house (labor only)
- Assist with and provide funding for then outdoor classroom at Muskego-Norway School District
- Support many other local/ regional projects
- Support the Rotary International efforts to eradicate polio worldwide
- Provided electricity, a well, teacher & parent training for Happy Home in Kolar Gold Fields, India (through a Rotary International Foundation Grant)
- Support Rotary International's efforts to provide clean water and disaster relief worldwide.

CONTACTS:

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