

# 5th Annual Christmas Craft and Vendor Fair

## Vendor Information

Peace Lutheran Church and Academy  
W240N6145 Maple Avenue  
P. O. Box 123  
Sussex, WI 53089

Saturday, November 8, 2014

Set-up time: 7:00 a.m.

Open to public: 9:00 a.m. - 3:00 p.m.

Due to the great response to the Craft Fair the past four years, we are pleased to announce that we are expanding the number of booth spaces available. Also, we now offer three different size booths, 8'x6', 8'x10', and 19'x10'. The booth fees are based on the size of the booth and each booth comes with one six foot table. The table pricing is listed on the attached layout sheet. *A donation equal to 10% of your net sales would also be appreciated.* Please note, that this fee and the donation are a charitable contribution to Peace Lutheran Academy and may be taken as a deduction on your federal income taxes.

Please make checks payable to Peace Lutheran Academy and mail to:

**PLA**  
**Attn: Craft Fair**  
**P. O. Box 123**  
**Sussex, WI 53089**

Please leave area as clean as you found it.

You may not display pornographic material, firearms or explosives per Village of Sussex restrictions.

Bathroom facilities will be available in the building.

Please inquire about use of electrical power.

Peace Lutheran will be operating the food concession booth serving coffee and doughnuts beginning at 7:00 a.m. for vendor purchase and sandwich food (hamburgers, brats and hot dogs) and beverages/snacks throughout the rest of the day to everyone. We will also have a bake sale during the day.

Customer parking will be on the streets and in the public school parking lot adjacent to the Craft Fair.

There will be Peace Lutheran personnel on the grounds during your set-up time & throughout the entire day.

All proceeds from this event go to the benefit of Peace Lutheran Academy.

***Vendors may only sell those items which are listed on the application and approved by the Craft Fair Committee.***

***No subletting of your booth to someone not approved of by the Craft Fair Committee.***

Any questions you may have prior to the event may be directed to Deacon Gatchell at (262) 246-3200 or [deacon@peacesussex.org](mailto:deacon@peacesussex.org).

**Please Note: THIS FORM MUST BE SIGNED AND RETURNED WITH YOUR CHECK. ANY ALTERATIONS TO THIS FORM MAY PREVENT YOUR PARTICIPATION IN OUR EVENT. Thank You!**

**HOLD HARMLESS / INDEMNITY AGREEMENT**

Peace Lutheran Church and Academy  
Sussex, WI 53089

**Christmas Craft and Vendor Fair**  
Saturday, November 8, 2014  
9:00 a.m. - 3:00 p.m.

Activity Participant \_\_\_\_\_  
(Print Your Name Here)

The above named Activity Participant agrees to defend, protect, indemnify, and hold harmless Peace Lutheran Church and Academy of Sussex against and from all claims arising from the negligence or fault of the above named Activity Participant or any of their agents, family members, officers, volunteers, organizational members, helpers, partners or associates in connection with the above named Christmas Craft and Vendor Fair at Peace Lutheran Church and Academy.

Additionally, the above named Activity Participant agrees to protect, defend, hold harmless and fully indemnify Peace Lutheran Church and Academy of Sussex for any claim or cause of action whatsoever arising out of the above mentioned activity which took place during the above identified date of activity that is brought against the church, the above named Activity Participant or their employees, agents, partners, family members, organizational members and associates, whether such claim arises from alleged negligence of the Church, its employees or agents, your negligence or the negligence of individuals, companies or their agents who are not a party to this contract.

Items to be sold: \_\_\_\_\_

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

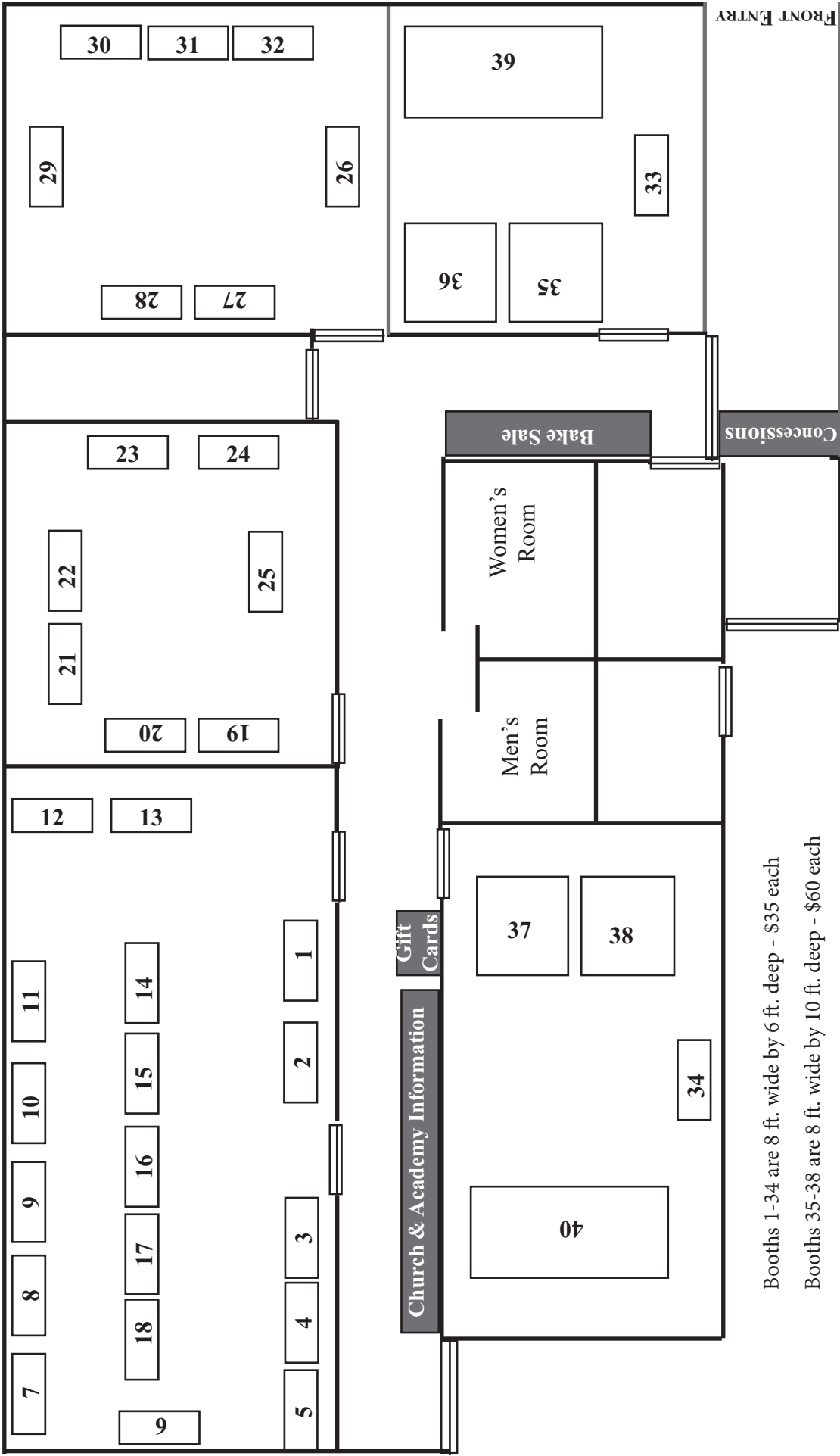
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Number of Spaces Requested \_\_\_\_\_ Space #(s) Requested (see map on Page 3) \_\_\_\_\_

\*\*\*\*\*Do not fill-in below. For Office use only.\*\*\*\*\*  
Date Payment received: \_\_\_\_\_  
Amount: \_\_\_\_\_ Check No. \_\_\_\_\_ Cash \_\_\_\_\_  
Space(s) assigned: \_\_\_\_\_



Booths 1-34 are 8 ft. wide by 6 ft. deep - \$35 each

Booths 35-38 are 8 ft. wide by 10 ft. deep - \$60 each

Booth 39-40 is 19 ft. wide by 10 ft. deep - \$140

FRONT ENTRY