



**Saturday, November 20, 2021
9:00am to 4:00pm**

**St Gabriel Parish School & Hall
1200 St. Gabriel Way
Hubertus, WI 53033**

Vendor's Information Sheet

Celebrate the holiday season by joining us at our annual Holiday Boutique Craft & Vendor Expo. The goal of the event is to share the quality of your work with the community and to raise funds to support St. Gabriel School and its students. We strive to maintain the integrity of the Holiday Boutique and the ability to offer our visitors original handmade crafts. We welcome artisans back and we invite new vendors to join.

EVENT DATES /TIMES AND OTHER INFORMATION:

- Date/Times: Saturday, November 20, 2021 - 9:00am-4:00pm
- Location: St. Gabriel Parish School & Hall
- Set-Up Date/Time: Saturday, November 20, 2021 - 6:30-9:00am
- Takedown: 4:00 – 5:00pm or when all guests have safely left
- Unloading & Parking: Vendors can unload on the east side of the building by the school doors and enter thru the school doors with your merchandise. Vehicles can then park in the back of the gym located on the south side of the church near the parish hall entrance. Please follow the signs for additional directions.
- Complimentary coffee & lite breakfast provided; additional food will be sold for purchase.

BOOTH/FEE INFORMATION:

- 10' x 10' Booth Rental \$50
- 8' x 10' Booth Rental \$40
- 6' x 10' Booth Rental \$35
- Tables (limited quantity) are available for rent \$10
- Electricity (limited booths available) \$10
- Exhibitors are responsible for their own displays, tables & chairs.
- To avoid damaging the floor, table legs MUST use tennis balls for the bottom of the legs; displays MUST have covered bases or be set up on mats.
- WI-FI is available for credit card transactions
- Booths will be assigned on a first come first serve basis



DIRECT SALES COMPANIES:

If you are a direct sales company, St. Gabriel will be considered the hostess. Any free merchandise, discounts and/or half price items will be awarded to St. Gabriel's to be used as auction items. Only one (1) direct sales consultant per company will be permitted (First come; First served).

REGISTRATION & INSURANCE WAIVER FORMS:

- Applicants must submit either by mail or by using our on-line forms, a **Registration Form** and a **"Holiday Boutique Craft & Vendor Expo" Vendor Agreement**, along with any applicable fees. You can do this by visiting www.stgabrielhubertus.org/holiday-boutique, or by scanning this QR Code:



- The "Holiday Boutique Craft & Vendor Expo" Vendor Agreement will need to be completed and signed by the applicant or the registration will be VOID.
- If you are paying by check, a completed Registration Form, a completed/signed Vendor Agreement and the booth fee(s) should be mailed to:
St. Gabriel Parish, Attn: Holiday Boutique Craft & Vendor Expo, 1200 St. Gabriel Way, Hubertus, WI 53033
- Upon receipt of the Registration Form, the Vendor Agreement and your payment, you will be notified that you have been accepted to participate in our show by either email or phone.
- Once registered, fees are non-refundable unless the event is cancelled due to COVID concerns or mandates by the State.
- We reserve the right to deny an application and return the fees for ANY reason
- Registration deadline is November 14, 2021

RAFFLES:

- A raffle will be held during the duration of the event. We ask that each of our vendors donate product valued at a minimum of \$25. Please include catalogs and/or business cards with your item so that our guests can contact you if they wish too. Raffle tickets purchased will be put in a small bag or basket near the donated item. We will choose approximately 8-12 items to be displayed; all remaining items will be used in our silent auction baskets.



ADVERTISEMENT:

- Our marketing team, will be advertising with Travel Wisconsin, various social media sources (Facebook, Instagram), local papers, flyers distributed at Richfield Days parade in August and the St. Gabriel Flea Market in September, as well as, the St. Gabriel bulletins and website. Additional road banners will be placed strategically at main intersections thru out the Richfield/Hubertus area.
- **Vendors**, we will promote your “e-commerce site” for an additional week within our parish and school community to accommodate those that still want to shop but were unable to make it to the event. **Direct Sale Vendors**, please keep the Holiday Boutique as “host” for that same time period. In addition, please make sure to provide your website in the Registration Form so we can link your website to our Facebook event page and our website page.
- Help us promote the event to your network, please like and share the event page on Facebook. Once you have paid, we will tag you on this event page.

ADDITIONAL QUESTIONS:

- For questions regarding the 2021 St. Gabriel Holiday Boutique Craft and Vendor Expo, please feel free to contact Betty Miller (bnbmiller@charter.net); or visit the St. Gabriel website at www.stgabrielhubertus.org/holiday-boutique. If you would rather call, the church office, that number is (262) 628-1711.



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Registration Form - 2021

Date: _____

Name: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone #: _____ Email: _____

Website: _____ Social Media Handle: _____

WI Sellers Permit #: _____

Type of Business (apparel, home goods, personal care, artisan food, other)

Description of merchandise sold:

Raffle Donation (suggested retail \$25+). Please provide a brief description/value.

Booth Fees: Choose those that apply. Please make checks payable to **St. Gabriel Parish**.

- 10' x 10' Booth \$50 _____
- 8' x 10' Booth \$40 _____
- 6' X 10' Booth \$35 _____
- Electricity (limited booths available) +\$10 _____
- Table Rental (limited quantity) +\$10 _____
- Optional 2nd Booth: 10' x 10' Booth \$50 _____
- Optional 2nd Booth: 8' x 10' Booth \$40 _____
- Optional 2nd Booth: 6' x 10' Booth \$35 _____

TOTAL: _____

*On-line registration is available by visiting the St. Gabriel website at www.stgabrielhubertus.org/holiday-boutique.
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