



Holiday Gifting Art and Craft Fair

Saturday December 6, 2014

Booth Registration Form

At Gateway Technical College-Kenosha Campus

Artists, crafters and home-based retail vendors are invited to provide their items to holiday shoppers Saturday **December 6, 2014 from 9am-3pm on Gateway Technical College's Kenosha Campus**, 3520-30th Avenue. Handmade art and craft items will be displayed throughout the hallways, filling the vast majority of the campus. This event is in its seventh year and continues to grow in popularity with both vendors and visitors and features over 100 booths.

The event is sponsored as a fundraiser for the **Gateway Association for Career and Technical Education (GACTE)**. This professional organization donates, through the Gateway Foundation, the majority of its proceeds to the Gateway Student Emergency Fund which assists students in meeting short-term financial situations that may, otherwise, have terminated their ability to stay in College...and with a scholarship award.

Booths are located in both rooms and hallways. Most are approximately 12' in length and 6-1/2 feet deep. Approximately 1/3 of the booths are more square—8 x 9'.

Cost: Booth cost= \$45 plus one donated item for raffle. Many auction items may be held for future GACTE fundraising events. The fee is non-refundable after December 1, 2014 rain (or snow) or shine.

Your Name: _____

Category: ___Art___Craft___Retail

Describe your products: _____

Street Address: _____ City/State/Zip _____

Phone number: _____ E-mail address: _____

****Will you need a table?** ___Yes___ ___No___ ___We will provide one 6-foot table per vendor at no charge. Our tables may vary in size, but we use 6-feet as a base size. If you need to rent additional 6-foot tables through us, the cost will be \$11.00 each. These rough wood tables will require you to provide a table cover/drape. Please order _____ number of 6' tables **beyond the single free one.**

Will you require electric? ___Yes___ ___No___ **If here last year, same location?** _____ (note to continuing vendors: First phase of construction on the Campus will be complete by August and will affect the exact location / configuration of booths 79-96. I will have more detailed info beginning in September.)

Return this form by **November 21, 2014** with your check to **GACTE for \$45 + table rental charge if applicable**. However the show may become sold out before that date and your registration and check will be returned to you.

Mail to: Jayne Herring Gateway Technical College 3520-30th Avenue Kenosha, WI 53144.



Holiday Gifting Art and Craft Fair

Saturday December 6, 2014

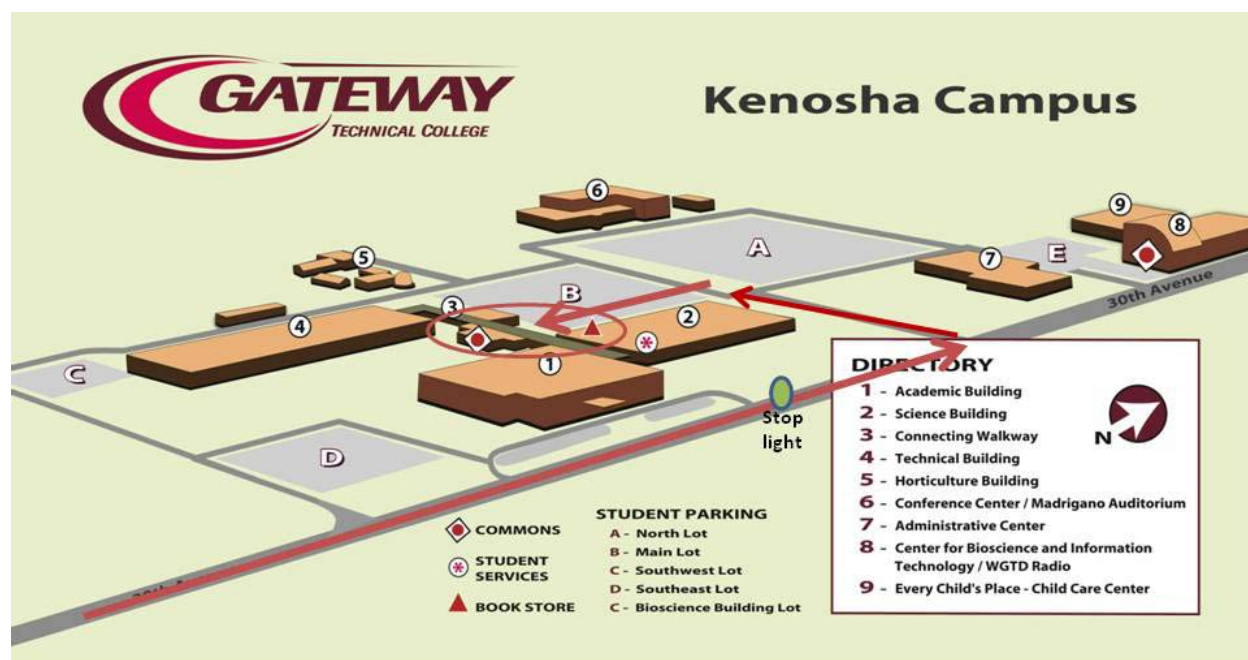
Booth Registration Form

At Gateway Technical College-Kenosha Campus

Set up information

We prefer vendors bring their own booth set up, however vendors MAY receive one table at no cost. Set-up will be on Friday December 5th from 5-7pm and at 6:30 am Saturday the 6th and must be complete by the 9am show opening. Volunteers will be on hand to assist. Some carts will be available for your use.

This is a general map leading to **booth check in**. You need to check in to that location prior to the show no matter your booth location. The week of the show, vendors will receive a map showing the general area of their booth and the closest door for drop-off.



Gateway's Kenosha Campus is located at 3520 30th Avenue. It is located just north of Washington Road/Hwy S/hwy 142. Turn into the campus driveway just north of the stop and go light on 30th Avenue. Drive down to the parking lot (B) and turn left. Drop off is in the area on the map where the red arrow ends within the red oval. Carts will be available and a few volunteers will be on hand to help you unload.

After unloading, parking for vendors will be in the "A" lot.