

CANCELLATION: Space fee is nonrefundable and cannot be transferred once you are registered for a show. The Selection and Review Committee reserves the right to reassign a forfeit space with no monetary remuneration going to the exhibitor. No subletting of space.

SETUP and TEARDOWN: Setup and space assignment will be Wednesday from Noon to 8:00 p.m., or Friday at 7:00 a.m. The building is closed on Thursday for Thanksgiving. You will forfeit your space if you are not checked in by 8:00 a.m. on Friday. All displays must be set up by 8:45 a.m. on Friday. Doors will be open to exhibitors at 8:00 a.m. on Saturday and 9:00 a.m. on Sunday. Displays must be removed from the building by 8:00 p.m. on Sunday.

ELECTRICITY: Electrical service is NOT included in the space fee. The Wisconsin Exposition Center will send electrical and telephone request forms to all registered exhibitors. Service must be ordered at least two weeks before the event. Fees are to be paid directly to the center.

DISPLAY: Spaces are 10' x 10'. Chairs, tables, carts, lights, table coverings and props must be furnished by the exhibitor. Tents and canopies will not be allowed in the building. Exhibitors are responsible for having the sides of their booths visually presentable as these are visible from adjacent booths.

Exhibitors and their spaces must maintain a professional appearance at all times. All merchandise, displays, tables, chairs, cash registers and extra inventory must be kept in your booth area. You may not sit outside of your designated space. Boxes, bags, wrapping materials or other supplies must be out of sight. Tables are to be covered to the floor on all sides. Carpets and rugs must be taped to the floor on all edges. Exhibitors are responsible for cleaning exhibit spaces at the end of each day.

No "Sale, Close Out, Dealers Wanted", vinyl banners or magic marker signs allowed. Hay bales, straw, or corn stalks may not be used for display. Table covers must be made of flame retarded material or treated with flame retardant. Burning candles or oil lamps must be fully enclosed to protect the public. No animals allowed in the building at anytime. No radios, TV's or music recording devices permitted in booth.

PERMIT: To obtain your Wisconsin Sellers Permit, write to: Wisconsin Department of Revenue, Attn. Operator/Vendor Program, P.O. Box 8902, Madison, WI 53708 or call: 608-267-3244.

LIABILITY: It is agreed by the exhibitor that they assume full responsibility for any damage to their booth for any cause or loss thereof. It is further understood that exhibitors will indemnify and hold harmless Torbenson Shows, LLC, its Directors, Committee, agents, State Fair Park Exposition Center, Inc., from any claim or cause of action from acts of nature, patrons, employees or exhibitors.

LOCATION: The Wisconsin Exposition Center is located on the South end of the Wisconsin State Fair Park, 8200 W. Greenfield Ave., Milwaukee. Exit I-94 at 84th to Greenfield Ave.

PARKING: The Wisconsin State Fair Park charges a \$5.00 daily parking fee for all vehicles on event days. Exhibitors are responsible for paying their own daily parking fee.

RV'S: There is a full service RV Park at the Wisconsin State Fair Park that is open all year. Call 414-266-7035 for information.

WEBSITE: www.craftfairwisconsin.com

MAILING ADDRESS: Torbenson Shows, LLC, 2450 De Carlin Dr., Brookfield, WI 53045

PHONE: 262-506-4114

