

EAU CLAIRE COUNTY



ARTS AND CRAFTS VENDOR PARTICIPATION INFORMATION SHEET

Thank you for your interest in the Eau Claire County 2020 Farm Technology Days Show, an educational exhibition of agriculture and agri-business innovations. The **July 21-23, 2020** event is hosted by Huntsinger Farms, Inc./Silver Spring Foods, Inc. Approximately 45,000 people are expected to attend the three-day event. The primary audience is likely those with diverse agricultural ties and/or living within 50 miles of Eau Claire.

Arts and Craft vendors will be housed in the Rural Event Center (REC) coordinated by the Family Living Committee whose goal is to make this tent an inviting destination for individuals from broad backgrounds and interests. Our tent will host the opening ceremony and daily will include a performance stage, arts and craft vendors, educational booths, an information table, a family sanctuary area, a quilt display, a photo exhibit and the host family display.

We are pleased to invite and showcase skilled craftspeople living and working in our area. Below is pertinent information to assist you in making an informed decision about participation.

Participation Criteria:

- Only **hand-made or personally produced** products may be sold by vendors in the REC tent. Reselling of pre-made items is not allowed.
- The Wisconsin Farm Technology Days logo may not be used on any product sold.
- You **must participate each day** of this three-day event (**July 21-23, 2020**).
- **Staffing at your booth is required** whenever the show is open to the public:
 - Tuesday & Thursday 9:00 am to 4:00 pm
 - Wednesday 9:00 am to 7:00 pm
- **Advanced booth reservation is required.** Booths are 10'x10' or 10'x13'.
- Vendors must provide their own tables, chairs, table skirting, lighting, fans, business signage, miscellaneous supplies, and other specialty items. Sound systems are not allowed.

Application Process, Deadlines:

1. An official Arts & Crafts Vendor Application must be completed. An application form can be found at http://www.wifarmtechnologydays.com/eau_claire. Applications can be mailed to Shari Owen, 657 Maple Street, Chippewa Falls WI 54729 or electronically submitted to Shari Owen at arts.crafts.ftd2020@gmail.com.
2. A **non-refundable \$30 deposit** must accompany the application. Make payments payable to **Eau Claire County Farm Technology Days** and mailed to Shari Owen, 657 Maple Street, Chippewa Falls WI 54729.
3. At least three (3) photos must be submitted with the application which represents the items to be sold and/or displayed. Photos will not be returned. They can also be emailed to familyftd2020@gmail.com (use "Vendor Photo" as the subject in the email).
4. A Vendor Agreement Form must be signed and **returned with the application**. The Agreement Form can be found at http://www.wifarmtechnologydays.com/eau_claire.
5. Electricity, if needed, **must be requested at the time of application**; there is no charge for this service.
6. If needed, request Wi-Fi service. There will be an additional charge; further information will be provided in the acceptance letter.

7. Participation cost varies based on booth size and when final payment is received.

Booth Size	Early Bird (Payment received by 3/1/20)	Final (Payment received after 3/2/20)
10'x10'	\$125	\$150
10'x13'	\$155	\$180

8. If a completed application, full payment and Vendor Agreement Form are not received by 6/1/20, then the booth area will be re-assigned, and all previously submitted payments will be forfeited and retained by Farm Technology Days.

9. Late applications (those submitted after date 6/1/20) may be considered if space is available.

10. Participants who apply **and pay in full by 4/30/20** will be advertised in the official program.

Acceptance Process and Requirements:

- The Family Living Committee determines whether an application and/or product are acceptable and reserves the right to reject any product deemed inappropriate. If multiple applicants offer the same or similar products, only one may be accepted thereby offering a broader spectrum of items for show attendees to consider purchasing.
- An Acceptance Letter will be provided once we have received your deposit, completed application, and Vendor Agreement Form. Applications not accepted also will receive formal notification.
- Application fees must be paid in full and **received no later than 6/30/20**. Payments can be made by personal check or money order. Credit/debit card payments can be made through the Farm Technology Days website at http://www.wifarmtechnologydays.com/eau_claire. Cash is not accepted.
- The following documents along with all participant costs must be received no later than 6/30/20:
 - FEIN or Social Security Number;
 - Wisconsin Temporary Event and Seller Information form with tax ID number
 - Proof of \$1 million liability insurance policy. Liability insurance may be purchased on-line (go to http://www.wifarmtechnologydays.com/eau_claire, click on Exhibitors, then Exhibitor Information) within 30 days of acceptance at a cost of about \$100.
- After Committee acceptance, full payment and receipt of all required documentation by 4/30/20, a brief description of products available for sale will be advertised in the official FTD program.

During the Show:

- Complimentary entrance tickets (2/day) will be provided to accepted vendors.
- Arts and Crafts vendors will be housed in the Rural Event Center (REC) tent along with educational booths, a performance stage, a family sanctuary area, the host farm display, and an information/bag check table, photo exhibit and quilt display.
- Booth assignment is at the discretion of the Family Living Committee and considered final.
- Booth set up times will be scheduled beginning 7/18/20 at 9:00 am and must be completed no later than 4:00 pm on Monday, July 20, 2020.
- An adequate inventory must be available throughout the event. Vendors may restock their booth daily however; vehicle access to the tent is permitted only until 8:25 am each day.
- The exhibit area must be kept clean throughout the show and left clean at the conclusion of the event.
- Vendors are responsible for their product inventory. Limited tent and ground security are provided daily when the show is closed to the public. Tent sides will be closed at the end of each day.
- Dismantling of booths may not begin until 4:00 p.m. Thursday, July 23, 2020.
- All products/displays must be removed by 4:00 pm on Friday, July 24, 2020; security will no longer be available after this time.
- An evaluation form will be provided to vendors at the conclusion of the show.
- Arts & Crafts vendor questions can be directed to **Shari Owen**, familyftd2020@gmail.com or 715-497-3315.