

Vendor Registration Form for *Animals and Artisans*

Presented by Racine Zoo

2131 North Main Street, Racine, WI 53402

Saturday, August 5, 2017 - set up starting 7am; event from 9am - 5pm

Cost: \$50.00 for early bird registration on or before June 2, 2017; \$75 on or after June 3, 2017

Booth space is 12'x12' Limited electricity available Event runs rain or shine

General Information:

- **ELIGIBILITY:** *Animals and Artisans* is open to all artisans 18 and over. This is a juried event to include items that have been created, made or produced by the vendor. All entries will be reviewed to determine appropriateness and merit.
- **Cancellation by Vendor:** Prior to notification of acceptance, a vendor may cancel via email or postal mail and have booth fee returned. If a vendor needs to cancel attendance at *Animals and Artisans* event *once notification of acceptance has been made*, the vendor must send notice via email or postal mail and booth fee is non-refundable.
- In the event of a NSF or returned check, a \$35.00 service fee will be charged in addition to the booth fee.
- Tents must be adequately weighted at all 4 corners. Stakes are NOT allowed.
- Each vendor will be assigned a 12'x 12'space. Vendors are responsible for bringing all necessary items and expected to keep their booth space neat and professional looking.
- If you need electricity, you must provide a heavy-duty, 3-prong, outdoor extension cord and appropriate outdoor rugs/mats to cover cords in walking paths. A 100' length is recommended so you can safely run it to your booth.
- Vendors cannot sell items made with palm oil unless a Certificate of Sustainability is included with your application.
- Items may not include: balloons; straws or plastic that can blow away; dead animals like dried sea stars or sponges for example or any other animal part like fur or skulls.
- Please note the list of prohibited items within the registration form. You cannot sell items that contain/use these due to safety of Racine Zoo animals and the Racine Zoo's mission.

Load In/Out Information:

- Vendors must enter at the Augusta Street gate, drive in to unload and then immediately move your vehicle outside the zoo. There is plenty of free street parking along Augusta Street and Michigan Street or free parking located on the corner of Walton and North Wisconsin.
- Vendors cannot drive into the zoo until given permission by Zoo staff for loading. We highly recommend packing up all your items prior to getting your vehicle for loading. You need to be extra vigilant because the zoo may have some guests and staff working in the area of the Augusta Street gate.
- Vendors must exit the Zoo with all of their items no later than 7:00 p.m. The Zoo has a right to assess a fee to vendors still packing up past 7:00 p.m.

If you have any questions, please contact:

Amber Olsen, Special Events/Sales Manager at aolsen@racinezoo.org

To be considered you must submit the following together (please be sure to allow time for mailing):

- Completed vendor form.
- 3 to 5 images of your work. If you are referencing a link on a website, please submit a link that directly shows images representing your work, not the home page of your website.
- Certificate of Insurance naming the Racine Zoological Society as its certificate holder. The address to use for the certificate is 200 Goold Street, Racine, WI 53402 (Racine Zoological Society office address).
- Payment for \$50.00 on or before June 2, 2017 or for \$75 for submissions on or after June 3, 2017:
 - Check made out to Racine Zoological Society
 - Credit card form completed and returned. Racine Zoo will shred credit card forms once charges have been run.
- **Mail** all items to: Racine Zoological Society
Attn: Amber Olsen
200 Goold Street
Racine, WI 53402

Vendor Registration Form for *Animals and Artisans*

Company Name (for listing on advertising): _____

Description of items being sold: _____

Price Range of Items: _____ Average Item Price: _____

Website/Facebook/Etsy or other online presence: _____

Images: photos or printout enclosed link to view online at: _____

Electricity needed: NO YES

Other special requests? _____

Your Name(s) - All people working at the booth must be listed to get a badge for the zoo for free entry; up to 4 badges. Any children under the age of 16 or younger must have adult supervisor at all times within the Racine Zoo.

You can update this information up to August 3, 2017 by 3:00 p.m.: Adults: _____

Minors: _____

Address: _____

City, State, Zip: _____

E-mail: _____

Phone: _____

I, (print your name[s]) _____, participating in the Animals and Artisans event, agree to indemnify and hold harmless the Racine Zoological Society and any volunteers or participants for said event and assume responsibility for any personal injury of property damage caused to themselves or to others by them, their agents, employees and for any damage to exhibits from any cause for loss thereof or any claim or cause of action against them from acts of the exhibitors, their agents or employees. Participant is responsible for remittance of any sales tax or other fees to applicable State and Federal government in the selling of their product. Participant agrees to not sell any items that are unlawful and/or illegal to sell according to State and Federal law or does not fit with the mission of the Racine Zoological Society.

Applicant(s) Signature: _____ Date: _____

Office Use Only:

Rec'd By: _____ Date: _____

Paid: Check# _____ Application complete? _____

Status: Accepted – notified on: _____ Wait List (category full) – notified on: _____ Does not meet requirements

Authorization for Credit Card Payment - PRINT AND COMPLETE THIS AUTHORIZATION AND RETURN.

Name on Card: _____

Billing Address: _____

Credit Card Type: _____ Visa _____ Mastercard _____ Discover

Credit Card Number: _____

Expiration Date: _____

Card Identification Number: _____ (last 3 digits located on the back of the credit card)

I authorize Racine Zoological Society to charge either:

- \$50.00 (complete application received on or before June 2, 2017)

OR

- \$75.00 (submissions on or after June 3, 2017) to the credit card provided herein.

I agree to pay for this purchase in accordance with the issuing bank cardholder agreement.

Cardholder - Please Sign and Date

Signature: _____

Date: _____

Print Name: _____