

Durward's Glen Art/Craft Vendor Agreement

Fall Festival



Date: Saturday October 14, 2017
Time: Show from 10am-4pm
Location: Durward's Glen Retreat Center, W11876 McLeisch Road, Baraboo, WI 53913
Cost: Artist/Crafter \$35 (Space 10' x 10')

An artist/crafter is a vendor who creates and sells a unique and hand-made product. Artists and Crafters are asked to provide digital photos in an electronic format and a description of their artwork/crafts in order to help market the event and the items being sold. Vendors can request a spot inside one of the rooms within the Log Lodge, or provide their own tent and tables for a space within a designated art/craft area outside. Vendors are asked to donate one item (\$25+) for a future raffle to support the Glen.

NAME OF CONTACT PERSON:	BUSINESS NAME:		
STREET ADDRESS:	CITY:	STATE:	ZIPCODE:
EMAIL:	PHONE:		
<input type="checkbox"/> Vendor in past year			
Description of your items/display:			
For marketing purposes, please submit up to four high quality digital images of your work to theglen150@gmail.com . Note "Fall Festival Artwork Images" in the subject line.			
___ Outside Space		___ Inside Space	

This is an art/craft show. Please, NO wholesale or liquidators allowed.

Hours of show are from 10am-4pm. You will be able to set up, at your own risk, the day before between 3-6 PM or on the day of show starting at 7am. By 9:00 AM, all vendors must have their booths in place and vehicles moved. Be respectful of guests and staff in the building and honor these set up hours. PLEASE, no tear down of booths before 4pm on day of show.

Outside Art/Craft Exhibitors are responsible for their own tents and tables. Inside Art/Craft Exhibitors will be working with/around the items already present in the Log Lodge sleeping rooms or meeting areas. Photos of the rooms can be seen on the website www.durwardsglen.org. Each exhibitor will leave their rented space as found. All garbage shall be taken home with the exhibitor. No electricity will be provided outside. **Rain or shine, no refunds.** Parking in designated vendor parking only.

Make a weekend of it! If you would like to stay in one of our historic guest rooms, please call the Durward's Glen Office at 608-356-8113, or book online at durwardsglen.org. Reserve early, limited number of rooms!

Make check out to *Durward's Glen* and mail with this Agreement to:
Durward's Glen Retreat Center, W11876 McLeisch Road, Baraboo, WI 53913
For more information, call The Glen at 608-356-8113 or email us: theglen150@gmail.com.

By signing this Agreement, I assume full responsibility for any injury or loss to me or my property, agents, or employees, by any cause whatsoever while on the Durward's Glen premises. I agree to abide by the rules set forth and decisions made by the sponsors. I expressly release Durward's Glen OLRG, Ltd. from any and all liability or loss or injury.

Signature and Date: _____

Thank you for supporting Durward's Glen!