

Information for Exhibitors/Artisans

2017 Prairie Fest

Saturday, July 29, 2017 10 am-3pm

Located at the Gottfried Arboretum, on the grounds of UW Fond du Lac

For directions, please go to www.gottfriedprairie.org .

About Prairie Fest: the event is a combination of interactive events, presentations, tours and entertainment. During the Fest we have Yoga in the morning at 8am. Presentations begin at 10am, and are scheduled throughout the until 2:30pm. Two tours of the grounds will also be given. We have a children's area with activities specifically geared towards young children. An outdoor local artisan show/sale will also be part of the event, with artisans selling nature related crafts and doing demonstrations. We would like to encourage as many non-profit and environmental groups as possible to attend the event and let people know about their activities.

Some other information for exhibitors:

- Prairie Fest is located on the north side of the east parking lot at UW Fond du Lac, near the main entrance to the campus buildings. The area is fairly flat, and people set up tables on the lawn. You will be able to unload your display from the parking lot and then re-park your car. You may request set-up assistance from our volunteers, if needed.
- Most events and activities are located outdoors. A few are indoors in the UW Fond du Lac Commons. There is electricity available outside. Please let us know if you need electric.
- The event is rain or shine.
- We recommend that you bring your own canopy for protection from the elements. We require you to secure your canopy to prevent the wind from converting it into a kite. We would also like you to bring your own table. If you do not have a table and would like to rent one, the cost is \$10.
- **There is no cost to attend the event to exhibitors/artisans who set up outside.**
- There will be food and beverages for sale at the events, courtesy of Linstrom's Catering. There are also a number of nearby restaurants on Johnson Street, just a short distance away.

How to sign up: please fill out the attached form and return by mail by July 10st. If you send in your information by April 15th, we will include you in our brochure and promotional materials.

For more information, please contact Tracy McDermott, Fest Organizer, at (920) 313-0190. More info about Prairie Fest is available at www.gottfriedprairie.org. Last year's program is posted until we are ready to update the webpage.

2017 Prairie Fest Exhibitor/Artisan Application

(postmark by July 10)

Mail to: Gottfried Prairie and Arboretum 400 University Drive Fond du Lac WI 54935

Organization Name _____

Contact Person _____

Address _____

City _____ State _____ Zip Code _____

Phone _____ E-mail _____

Description of your organization for our brochure/promotional materials. Please limit your description to 15 words or less _____

If you plan to do a demonstration, please describe what you would like to do:

Location: there are two possible locations--indoors in UW Fond du Lac Commons, and outdoors under a canopy. We recommend the outdoor location since it will attract more attendees to your area, but we also understand that some will not want to exhibit outdoors. Please let us know your preferences below. Space is limited indoors, and we reserve the right to limit the number of exhibitors/artisans in this area.

Location you'd prefer:

Indoors (UW Fond du Lac Commons) _____ -\$10 fee for indoor space

Outdoors (a canopy is recommended) _____ -no fee for outdoor space

Table rental: if you would like to rent an 8' table for an outdoor space, the cost is \$10. Please check if you would like to rent a table _____

I would like a committee member to call me and discuss location _____

I accept and agree to abide by the rules of entry as described. I will not hold the Gottfried Arboretum, its officers or agents responsible for loss or damage.

_____ (signed) _____ (date)