

ROTARY PANCAKE BREAKFAST CRAFT FAIR

SET UP
6:00 – 7:30 am

February 24, 2019
7:30 am – 1:00 pm

TEAR DOWN
1:00 – 1:30 pm



EVENT LOCATION: Prairie View Middle School
400 N Thompson Road
Sun Prairie, WI 53590



VENDOR APPLICATION

Name: _____ Phone: _____

Email: _____

Please Describe Your Items for Sale:

Notes / Special Requests:

An 8 Foot Table is provided (no linens) and a few limited spaces have electrical outlets.

How Many Spaces? 1 2 3

How Many Tables? 0 1 2 3

How Many Chairs? 0 1 2 3

Do You Need Electric? YES NO

COST IS \$35.00 FOR EACH SPACE

Rotary Event Coordinator: **TONI PABON** • Cell 608.628.7306

toni.pabon@charter.net

MAIL FORMS & PAYMENT TO:

Toni Pabon
810 Brook Street
DeForest, WI 53532

*Checks made out to
Sun Prairie Rotary
Foundation*

For more information visit: www.sunprairierotary.org

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VENDOR AGREEMENT

1. By my signature below, I agree to abide by the roles and policies set forth in this application.
2. I agree to be set up 15 minutes before the show begins and to not tear down until closing time.
3. I will not transfer my booth to another vendor.
4. I agree not use tape, nails, screws, tacks or pins on the walls/floors of the facility.
5. I grant permission to The Rotary Club of Sun Prairie to use photos of my booth for publicity purposes without compensation.
6. I will have a professional appearance to my booth.
7. I agree not to sell or display any inappropriate merchandise at the event.
8. Rotary reserves the right to remove and/or deny future application to any vendor who exhibits improper behavior toward the volunteers, patrons, or other vendors.
9. All proceeds from the sales of my product are entirely mine and I am entirely responsible for collecting and remitting any applicable sales tax.
10. I am fully responsible for my booth and exhibited personal property.
11. I will keep my booth space clean and after the event, pack up promptly and leave no mess behind.
12. I agree to hold harmless The Rotary Club of Sun Prairie from any claims for damage to persons or property in any manner related to my use or occupancy of the event site. I release The Rotary Club of Sun Prairie from any liability for loss, damage, or theft of my property.

I have read, understand and accept the terms and conditions stated in this agreement and agree to abide by them.

Vendor Print Name: _____ Date: _____

Vendor Signature: _____ Date: _____