



Craft Vendor Booth Information

Calling all crafters and artists!

We welcome all original artwork and hand-crafted items to the 2025 Manitowoc Lutheran High School Fall Festival and Concert. *Craft Fair will be an indoor and open from Noon – 4PM on Sunday, October 26, 2025 at MLHS.*

Booth Fee: \$30.00

Includes:

- (1) 8-foot table
- (1) Chair
- Additional chair available upon request (no extra charge)
- *Please note: Tablecloths are not provided.*

Important Notes:

- This is an indoor event
- Table location requests **cannot be guaranteed**.
- All registrations have first come, **first served**.
- Please let us know **if you require electricity** for your booth.
- Use Lancer Circle to unload your product and then park in the west parking lot.
- Contact mlhs@mlhslancers.org if you have any questions.

Terms and Conditions

1. Setup/Takedown:

- Setup begins at **10:00 a.m.**
- All tables must be set up by **NOON** and remain open until **4:00 p.m.**
- Cleanup must be completed by **6:00 p.m.**
- If you do not arrive by **11:30 a.m.**, we will assume you have forfeited your table. It may be divided between neighboring vendors.
- Vendors must leave their area clean and trash-free.

2. Exhibitor Tables:

- Booths must be **self-contained**.
- Each booth includes an 8-foot table and one chair.
- Nothing may be taped, tacked, or fastened to walls, ceilings, chandeliers, or floors.
- If you prefer not to use the provided table/chair, indicate this on your application. **No fee adjustments** will be made.
- Special space needs should be noted on your application. We will try to accommodate.

- **Table assignments are final** and cannot be changed on the day of the event.
- 3. **Exhibitor Responsibility:**
 - MLHS is **not responsible** for accidents, occurrences, or acts of God.
 - Exhibitors are responsible for the conduct of their employees and representatives.
- 4. **One Business Per Table:**
 - Only **one business** per table.
 - Space may not be sublet or shared without prior approval.
- 5. **Acceptance:**
 - MLHS reserves the right to decline any application if deemed in the best interest of the event.
- 6. **Payment:**
 - Full payment is a **non-refundable registration fee** due with submission of the agreement.
- 7. **Electricity:**
 - Available on a **limited, first come, first served** basis.
 - One electrical outlet will be provided per request.
- 8. **Wi-Fi:**
 - Public, unsecured wireless internet is available at no charge.
 - Requires acceptance of MLHS's terms of use.
- 9. **Cancellation of Space:**
 - Application fees are **non-refundable**.
 - MLHS is not liable for weather, accident, health, or other causes preventing participation.
- 10. **Cancellation of Event:**
 - MLHS reserves the right to cancel the event due to venue issues, regulations, or acts of God.
 - Refunds will be issued for **vendor fees only**, not for loss of sales.
- 11. **Indemnification:**
 - Exhibitors agree to **indemnify and hold harmless MLHS** from any claims, damages, or injuries related to their participation.
- 12. **Consent to Photography and Videography:** Participants may be photographed/videotaped at this event. Participants consent to the reproduction and use of any such photographs and videotapes by MLHS for educational, public relations and/or promotional purposes and waive any claim by the participant, or anyone claiming under or through them, for compensation of any kind in exchange for such photographs, videotapes, and use. If you prefer not to consent, please let us know.
- 13. **Marketing:** Thank you for sending us your logo (jpeg or png) to mluebke@mlhslancers.org for us to use on our marketing material. Please help us to promote YOU by liking and sharing our Fall Festival & Concert social media posts and website page: www.mlhslancers.org/fallfestival.
- 14. **Media Acclaim:** Please send us any print articles, online article links, awards or any other public acclaim you/your business have received. We'd like to advertise your successes!

By submitting payment, you certify that you have read and agree to these Terms and Conditions.

Any questions contact the MLHS Fine Arts Director, Joel Ungemach at
Jungemach@mlhslancers.org