



VENDOR APPLICATION FORM University School of Milwaukee

Shop Name: _____ Contact Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: (Bus) _____ (Home) _____ (Cell) _____

E-Mail: _____ Website: _____

Owner Name (if different from Contact Name): _____

Merchandise Type:

1st Focus - _____

2nd Focus- _____

3rd Focus- _____

Price point range: _____

Other recent show history (*please include total sales*):

Description of your business and merchandise:

Please enclose photographs depicting merchandise & booth set-up. Samples of merchandise and price sheets are encouraged for assessment by our Shop Selection Committee. **If samples are sent, include a pre-addressed postage paid label for return of samples once they are reviewed.** Also, please make sure items are insured as we can't be responsible for damage or breakage. If you choose to send samples, include an inventory sheet in your package to ensure proper receipt and return of your merchandise.

Booth request: Choose one, but ultimate size will be determined by our planning committee.

___ Half 60sq ft (10'x6') @ \$ 300 ___ 2 240sq ft (10'x24') @ \$ 700

___ Single 120sq ft (10'x12') @ \$ 450 ___ 2.5 300sq ft (10'x30') @ \$ 850

___ 1.5 180sq ft (10'x18') @ \$ 600 ___ 3 360sq ft (10'x36') @ \$1,000

___ If an aisle end booth is requested and available, an additional 25% of the booth rental fee will be charged at the time of show checkout.

****In addition to the above booth fee, a 15% commission on all sales is due the last day of the show.***

****All vendors are required to accept credit card transactions.***

The booth fee includes basic set-up needs: tables, linens, carpeting, pipe and drape, shelving, mirror and signage. Extra fees will be charged for dressing rooms, clothing racks, trellises and tables and linens beyond our basic booth layout.

For consideration in our next Show please return application along with photos, website address, price sheet and sample merchandise:

Holiday Shops
University School of Milwaukee
2100 West Fairy Chasm Road
Milwaukee, Wisconsin 53217

Phone: 414-540-3541
Fax: 414- 540-3549
Email: holidayshops@usmk12.org
www.holidayshops.org

**** Do not send payment at this time. If your shop is selected, you will receive a contract and further information from our Shop Selection Committee.**

Thank you for submitting your application.