



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY



HOLIDAY VENDOR FAIR & OPEN HOUSE



Located at YMCA Camp Y-Koda in Sheboygan Falls, WI
Saturday, November 23, 2024 • 10:00am – 3:00pm

Prior to applying for our first Holiday Craft & Vendor Fair, please review our Vendor Agreements below. Our agreement covers need-to-know information about being a vendor.

First and foremost, this event is a fundraiser for YMCA Camp Y-Koda. It is our greatest privilege to serve our community and to raise funds to do so through exciting events and generous donations. We are grateful for each vendor that participates and for allowing their beautiful creations and talent to benefit the Y.

Our organization’s core values include Honesty, Caring, Respect and Responsibility. These values are the foundation of our event and are embodied by our staff, volunteers & vendors. So please be respectful to everyone inside & outside of our facility and grounds.

SET-UP/BREAK DOWN

- All vendors must be set-up and ready to sell by 9:30am the day of the fair.
- Participants may begin setting up at 7:00am the day of the fair.
- Break down can start no sooner than 3:15pm and must be completed by 5:00pm. No participant is to close before the official closing time.
- Participants are responsible for their selling spaces.
- Before leaving, all spaces must be clean and trash-free.

STAFFING & RESPONSIBILITY

Participant spaces must be manned at all times and intact until the event concludes. YMCA Camp Y-Koda and the Sheboygan County YMCA is not responsible for any lost, stolen or misplaced merchandise or displayed items.

LOCATION	FEE PRIOR TO OCTOBER 1	FEE AFTER OCTOBER 1
Indoor Single 8'x8'	\$25	\$50
Indoor Double 8'x16'	\$50	\$100
Outdoor Space	\$15	\$25

YMCA Camp Y-Koda is a 501(c)3 Nonprofit organization.

TENTS, CHAIRS, TABLES, WIFI & ELECTRICITY

Each vendor must supply their own table(s) and chairs; tents are optional for outdoor vendors. Tents cannot exceed 10'x10'. Tables and chairs are available by request only (1 table and up to two chairs)

If electricity is needed, please supply your own drop cords (limited spots available). The WIFI at Camp Y-Koda is not 100% reliable, as we are outdoors away from bigger cities. Be prepared to have a backup plan on the WIFI.

QUESTIONS

For additional inquiries, questions or concerns, please contact Camp Y-Koda at (920) 467-6882 or at kemmons@sheboygancountyyymca.org



YMCA Camp Y-Koda Presents the
HOLIDAY VENDOR FAIR & OPEN HOUSE
 Saturday NOVEMBER 23, 2024 - 10:00AM - 3:00PM
 Located at YMCA Camp Y-Koda, W3340 Sunset Road, Sheboygan Falls, WI 53085

Contact Name: _____
 Group/Business Name: _____
 Phone: _____ Email: _____
 Mailing Address (Street): _____
 City: _____ State: _____ Zip: _____
 Description of Product(s): _____

WI State Sellers Permit / Last 4 Digits of SS#: _____
Vendors need to provide either a WI State Sellers Permit ID number or the last 4 digits of a SS#. As required by the state of WI, we must report the vendors involved in the show shortly after it's completion.

OPTIONS AVAILABLE:

***Early Bird Cost Deadline is Tuesday, October 1, 2024.*

- \$50 - Indoor Single Booth 8'x8' (EARLY BIRD IS \$25)
- \$100 - Indoor Double Booth 8'x16' (EARLY BIRD IS \$50)
- \$25 - Outdoor Booth.. Space size needed: _____ (EARLY BIRD IS \$15)
Tables and Chairs available by request only (1 table & up to two chairs)

TOTAL AMOUNT DUE \$ _____

PAYMENT

All Payment is required in order to reserve your spot. All entries are nonrefundable.

- Pay by Cash, I will mail my payment to Camp Y-Koda or I will stop by to pay in-person
- Check # _____, All checks or money order payable to Sheboygan County YMCA
- Credit Card # _____ Exp Date _____ Security Code _____
- Check here if you would like a camp representative to call for payment. Payment can be made over the telephone.

PLEASE READ & SIGN:

I understand that YMCA Camp Y-Koda and the Sheboygan County YMCA may use photographs and videos of this event and entry information for publicity and promotion of the event, including the publication of participants and vendors.

I hereby agree to waive any claim or liability I may have on the YMCA arising out of use of the facility, and further agree that I will indemnify and save harmless the YMCA from any and all claims brought against the YMCA, its members and volunteers, on account of death, injury, or damage to persons or property received by any persons by reason of acts or omissions of the users in their use. I also agree to waive any claims against the YMCA, its staff and volunteers for injuries or damages that may result from the conduct of other persons, including participants at event. I understand the above responsibilities and I give permission for all people in my party to be photographer or videoed at the event.

Signature: _____ Date: _____