



PRAIRIE HILL FAIRE 2023

Dear Friend of Prairie Hill:

Though the Summer has just officially begun, we already are thinking about the Fall and our annual Faire which brings together local businesses and artists like yourself, to connect with new customers from the Lake Country and surrounding areas! After a wildly successful outdoor event in 2021 and 2022, we will be once again hosting Yuletide outside. It is our hope that you will be able to return and join us!

We will be holding this one day, outdoor Faire, October 7th 9am-3pm, where 50 handpicked artisans will be chosen to sell their beautiful wares.

We want to support our small, local businesses and craftspeople and artisans play an important role in our Faire's success. **The Faire showcases high-quality, original, and handcrafted items.** This year's vendor fee is \$75. For this fee, you will get a booth at our faire and your business will be featured and linked on our social media event pages.

We are also asking all the vendors, in addition to the vendor fee, donate an item to the school that we can use to raffle off or put in our yearly spring auction.

We encourage you to register early as we anticipate these vendor spaces to fill up quickly.

Any questions you may have can be directed towards myself, and I will be quick to return your email or call.

We look forward to receiving your application by August 25th, 2023.

Sincerely,
Jessica Malik
Marketing Coordinator – Prairie Hill Waldorf School
jmalik@prairiehillwaldorf.org
262-646-7497 ex 13



THE FAIRE VENDOR APPLICATION

Business/Vendor Name Owner/Contact

Address City State Zip

Phone Email

Website

Social Media Sites

Offering – Please briefly describe your products/merchandise:

Print Owner's, Name Owner's Signature & Date

Please return this agreement to:

Prairie Hill Waldorf School, Attention Jessica Malik
N14 W29143 Silvernail Road, Pewaukee WI 53072-4855
Or email to: jmalik@prairiehillwaldorf.org

FAIRE BASICS

Faire Event Timeline: October 7th, 2023 – 9am-3pm

Vendors must supply their own tents, tables and displays if needed. Each vendor will have a 12ft x 18ft space to use for their booth (a full parking spot and then some!) Set up will be as early 6am asking to have vendors unloaded and done by 8:30am. Vendors will not be able to have their vehicles parked with their booth space. We will have you move your vehicle to the other parking lot for the Faire.

CANCELLATION POLICY

There will be no "rain date or make up date" for the Faire. Prairie Hill reserves the right to cancel the Faire in the case of severe weather or in the case of a community health concern. In the event that the Faire were to be cancelled, vendors application fee will be refunded. Prairie Hill will make every attempt to not cancel the event and to communicate plans to vendors in a timely fashion.

VENDOR SELECTION PROCESS

Prairie Hill Waldorf School reserves the right to limit the number of “same kind” vendors and the sale of any item that may be illegal, obscene, or deemed inappropriate for school children or a school environment.

FEES

Each application must be accompanied by a check or money order made out to Prairie Hill Waldorf School (indicate Yuletide Faire on the memo line). All applications and fees are due by August 25th, 2023. The fee will be deposited only after you have been selected as a vendor participant. The checks of those not selected will be returned to the applicant. No other refunds will be allowed, unless approved by Prairie Hill Waldorf School.

ADVERTISING

PHWS will include vendors in our advertising materials and on our Website, as well as our social media postings. We encourage vendors to advertise the Faire on their social media pages and websites as well.