

CRAFT/VENDOR APPLICATION

Christmas in Florence

Saturday, December 5, 2026 ~ 10 a.m. – 3 p.m.

Pre-Registration Deadline: November 13, 2026

NAME (FIRST) _____ (LAST) _____

BUSINESS / ORGANIZATION NAME _____

STREET ADDRESS _____

CITY / STATE / ZIP _____

PHONE (_____) _____ CELL # (_____) _____ FAX (_____) _____

E-MAIL _____

BOOTH SPACES 8x6 spacesQTY. ____X \$25.00 \$ _____

There will be a limit of 4 spaces per vendor. If there are still spaces left after the November 13, 2026 deadline, we will work with you to attain additional space(s).

Table rental 8ft tables.....QTY. ____X \$15.00 \$ _____

Electricity access fee (limited spaces).....\$20.00 \$ _____

☐ I AM A FLORENCE COUNTY CHAMBER MEMBER (\$10 DISCOUNT) [only one discount allowed].....\$ _____

TOTAL MONEY ENCLOSED (Returned checks are subject to NSF \$30 fee).....\$ _____

Email confirmations only, check here if yes ☐

Brief Description of Items Being Sold: _____

We reserve the right to refuse and/or remove any items deemed inappropriate during our Christmas Event.

_____By initialing, I understand that all spaces will be assigned on a first come first served basis. Payment in full is required to guarantee your space, and it is required before any space will be assigned. Payment will not be considered complete until your check clears the bank.

_____By initialing, I understand that once made, any and all payments will not be refunded.

_____By initialing, I acknowledge that I have read & accept the terms & conditions of this contract (vendor rules)

_____By initialing, I hereby irrevocably grant the Florence County Chamber, the use of any right to publish any and all photographs taken or statement written or made by me at the Florence County Craft Show, for any and all advertising and promotional purposes.

_____By initialing I understand that my vehicle will be moved before the start of the show to the vendor parking area and will not be moved back to loading areas till after the show is over.

VEHICLE YEAR _____ COLOR _____ MAKE & MODEL _____ Plate# _____

_____By initialing, I understand that I hereby assume full responsibility for any personal injury or property damage caused by themselves or caused by others to them. It is further agreed that the Florence School District and/or the Florence County Chamber will not be held responsible for any damage, accidents, injuries or loss of product due to theft that may occur on site of the Craft Show.

SIGNATURE _____ DATE _____

Make checks payable to: FCCC

Please mail applications & payments to:

Florence County Chamber of Commerce, P.O. Box 643, Florence, WI 54121

Contact florencecountychamber@gmail.com 715-528-3294 8:30am – 4:00pm

Christmas in Florence Vendor Exhibitor Information
December 5, 2026 10am-3pm
Florence High School Gymnasium 425 Olive Ave.,
Florence, WI 54121

- All spaces will be assigned on a first come first (paid) serve basis. Be sure to indicate the number of spaces/tables requested.
- **Email confirmation will be the only form of confirmation.**
- Payment in full is required to guarantee your space, and it is required before any space will be assigned.
- Payment will not be considered complete until your check clears the bank. There will be a \$30 service charge for any checks returned for insufficient funds.
- Checks may not be cashed immediately. It may take up to one month. Payments will not be refunded for any reason.

Set-Up Times

- Doors will be open by 7am for set up.
- All vendors must arrive by 9am or their space may be re-assigned. If you are unable to make the show, call us so we can fill that spot. Chairs are provided.
- **All vendors are required to fill out Vendor Information that will be submitted on an S-240 Form by the Florence County Chamber of Commerce.**
- All booths must be ready for business by 10am.

Vendor/Facility Rules

- No chairs or displays are allowed in the aisles. Fire exits and aisles must be kept open at all times.
- No items may be used that could damage or destroy the floors or walls.
- Vendors will be instructed where to unload/load.
- All trash from your booth must be disposed of prior to your departure.
- **Parking in the area is limited. For that reason, please move your vehicle away from the building after unloading and park behind the school.**
- Tear down prior to 3pm is prohibited.
- We reserve the right to reject any items deemed inappropriate.
- All spaces are assigned. Relocation or switching will not be permitted.
- All vendors will be kept in the HS gymnasium. Vendor locations will be assigned on a first-come, first- paid basis. The HS hallway will be our overflow if needed.
- Food is available to purchase
- The High School is a non-smoking facility. No carry-ins of any alcoholic beverages will be allowed.
- No overnight parking allowed.
- If you fail to follow these guidelines, you will not be allowed back in the future.