**Dear local vendor—**

We are pleased to announce that our 15th Annual ArtWalk—A Handmade Market! will be held on Friday, May 12th from 5pm-9pm in beautiful downtown Beloit.

**What’s it about?** The focus of ArtWalk is to celebrate the arts—in its many forms. No matter what your art or craft is—we want to celebrate your work and give you the opportunity to sell your artist made, one of a kind items. It’s a great way to allow people the opportunity to experience the creative arts scene in our community, explore venues, and socialize with other art lovers!

**How can you participate?** Find a downtown Beloit business to display your work in. We encourage you to visit downtown Beloit businesses to see for yourself what stores, restaurants or offices might be a good fit for you. Be sure to work out your set up details with your host business. If you aren’t able to find a location, no worries, we will do our best to match you with a participating business, but we find that it works better for you to do this on your own, keeping us informed, of course so you are included in the advertising materials. Please note that you are expected to be present and handle your own sales for the duration of the event.

Keep in mind that you may have to get creative in order to get optimal use of the space that is being offered because the space that businesses may have is as unique as the business itself. Outside-the-box thinking is required for displays that fit the needs of both vendor and business. The earlier you connect with the business to explore the options and the details, the better!

**If you wish to participate, you need to:**

* **Return the enclosed registration form and the required $25 entry fee to the Downtown Beloit Association by Friday, April 28th.**
* Find a host business to display your items in as soon as possible because space is limited. Please make sure to discuss set up details with your host business regarding where you will be set up inside their business.

**Are you interested in applying to be our 2017 ArtWalk Featured Artist? If so, you need to:**

* Indicate you are interested in being the featured artist on the registration form.
* Send us pictures of your work as well as a brief description about your work.
* Deadline to apply is Friday, April 21st.

The Featured Vendor will be chosen based on creativity, originality, and materials used. As the Featured Vendor you will have a brief bio and photo included in the brochure. You will also get onsite signage that identifies you as the 2017 ArtWalk—A Handmade Market Featured Vendor!

Please note that although direct sales or representative type companies are not eligible to participate in ArtWalk, we would still very much like to invite you to our Annual Holidazzle event which is held the first Friday in December (December 1st this year).

 —Sincerely,

 Downtown Beloit Association Staff

 Questions? Call the Downtown Beloit Association at 608.365.0150 or email Crystal at crystal@downtownbeloit.com

**Vendor Registration Form**

**For Office Use Only**

**Date Rec.\_\_\_\_\_\_\_\_\_\_**

**Check #\_\_\_\_\_\_\_\_\_\_\_**

**Amount\_\_\_\_\_\_\_\_\_\_**

**Staff Initial\_\_\_\_\_\_\_\_**

  Please add me to your weekly “What’s Happening in Downtown Beloit” E-newsletter.

I am interested in being the “Featured Vendor” for this event.

**How did you first hear about this event?** Radio: *WSJY-107.3* ***-or-***  *WGEZ* ***-or-*** *WCLO/WJVL*

Newspaper: *Beloit Daily News* -**or-** Janesville *Gazette -****or-*** *Stateline Community Shopper* **-or-** Facebook **-or-** Word of mouth **-or-** Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PLEASE CLEARLY PRINT YOUR INFORMATION AND FILL THIS FORM OUT IN ITS ENTIRETY

Vendor Name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Business Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_State: \_\_\_\_\_\_\_ Zip: \_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Web Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Description of work (*This information will be printed in the ArtWalk brochure)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Do you need to be matched with a business? If no, where will you be showcasing your work? \_\_\_\_\_\_\_\_\_\_\_\_\_

 If yes, do you have a preferred location? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please keep in mind that vendors are responsible for bringing their own tables and chairs unless provided by the business. All details regarding your set-up will need to be discussed with your host business directly.

1. Requested booth size: minimum \_\_\_\_\_\_\_\_\_ maximum: \_\_\_\_\_\_\_\_\_
2. I require: Electricity Wi-Fi
3. Earliest time you can set up: \_\_\_\_\_\_\_\_\_\_\_ Latest time you can set up: \_\_\_\_\_\_\_\_\_\_\_\_

Please return this form along with a $25.00 entry fee (checks made payable to the **Downtown Beloit Association**) by **April 28th, 2017** to:

 Downtown Beloit Association—ArtWalk 2017

 500 Public Avenue

 Beloit, Wisconsin 53511

 Questions? Call the Downtown Beloit Association at 608.365.0150 or email Crystal at crystal@downtownbeloit.com