

January 15, 2025

Dear Artisan,

We invite you to apply as an artisan in the **Our Lady of Lourdes Oktoberfest Artisan Fair 2025!** We combine an indoor shopping experience with food, a beer garden, and entertainment. Our goal is to provide a mixed variety of quality handcrafted items. This is a juried event.

<b>Artisan Hours</b>	Saturday, October 11 <sup>th</sup> 11:00AM until 8:00PM Sunday, October 12 <sup>th</sup> 9:00AM until 1:00PM
<b>Location</b>	Our Lady of Lourdes Parish 3722 S. 58 <sup>th</sup> St. Milwaukee, WI 53220-2053
<b>Artisan Space</b>	Space configuration may vary but it will be about 60-64 square feet. All artisans will be indoors unless otherwise discussed. <b>Hallway:</b> 6'x11' (Limited Space available and will be granted on first come-first serve basis <b>Rooms:</b> generally around 5' x 12', 7' x 9' or 8' x 8'
<b>Fee</b>	<b>Early Bird Deadline: April 30, 2025</b> <b>Hallway \$90 Classroom \$80 (jury fee of \$10 is waived)</b> <b>Deadline: September 14, 2025</b> <b>Hallway \$100 Classroom \$90 (price includes jury fee of \$10)</b> An additional \$10 fee will be charged for applications coming in after September 14, 2025
<b>Set Up Time</b>	5:30 PM – 8:30 PM on Friday, October 10, 2025. Please do not come before 5:30! 8:00 AM to 10:30 AM on Saturday, October 11, 2025.
<b>Tear Down</b>	1:05 PM to 3:30 PM on Sunday, October 12, 2025. Early tear-down is not allowed.
<b>Equipment</b>	Artisans are responsible for set-up and supplying their own display tables, shelves, etc. <ul style="list-style-type: none"><li>• A limited number of 8 foot tables are available for rent at \$10 each- please indicate your need on the application form. Please note only one 8 foot table will fit in hallway booths.</li><li>• OLOL will provide 2 chairs per booth</li><li>• Electrical access is limited. There is none in the hallway. Please notify us in advance to discuss this option.</li><li>• Please let us know if you work with scented oils/substances or if you have allergies or respiratory conditions</li></ul>
<b>Jury Submission</b>	Please submit at least 5 photographs of your work and one photo of your display. Prefer to have them submitted digitally so we can use them in our promotional materials.

We will notify you of your acceptance as early as possible so that you can add our event to your calendar and promotional materials. That is, if we receive your complete application packet and fees, and we find your artwork to be compatible with our vision, we will confirm the contract by mailing/e-mailing an acceptance letter to you.

**Please include the following with your application:**

- Artisan Application Contract
- Artisan Agreement
- Check/money order for booth fee
- Check for table rental fee (if renting table). May be added to booth fee check.
- Photos

**Reminder:**

The jury will meet regularly to review applications/photos. Those artisans submitting by April 30<sup>th</sup> should know by May 15<sup>th</sup> if they have been accepted so that they can publicize the Oktoberfest Artisan Fair 2025 on their calendar of events. For anyone submitting after April 30<sup>th</sup>, we will try to let you know as soon as possible.

# Our Lady of Lourdes Oktoberfest Artisan Fair

## October 11-12, 2025

### Artisan Application Contract

---

Artist Name(s) (as it should appear in program)

---

Media you work in (pottery, watercolor, fiber art, jewelry, etc)	Price Point Range
--	-------------------

---

Address

---

City, State, Zip

---

Telephone No	Email Address
--------------	---------------

---

456- -	SSN (last 4 digits)	FEIN (last 4 digits)
Wisconsin Seller's Permit # (15 digits with 456)		

---

Legal Business Name (if sole proprietor)	Doing Business As (DBA) Name (if applicable)
--	--

This is a juried art fair for handcrafted and/or original items. A minimum of 5 photographs of work and one photo of your display must be included with the application regardless of whether or not you have shown with us previously. Photos must represent the work you will bring to the event and will be used in social media promotions for the event. **Items not pictured will not be allowed in booth without prior authorization.** Our Lady of Lourdes (OLOL) reserves the right to limit the number of "same kind" artisans and the sale of any item that may be illegal, obscene, or deemed offensive.

**Fee Payment:** Each application must be accompanied by a check or money order for the application fee in order to be juried. See above for details. **No exceptions allowed.** Checks or money orders of those not selected will be returned to the applicant. No other refunds will be allowed, unless approved by Our Lady of Lourdes Parish. **Please make checks or money orders out to Our Lady of Lourdes.**

**Please make sure the following items are included with your application.**

	Item	Fees	Due Date
<b>Circle your choice</b>	<b>Classroom space</b>	<b>\$80</b> if application and checks are received by <b>4/30/2025</b>	Due with application
	<b>Hall Space</b> (limited # of spaces so will be given on first come/first serve basis) No electricity.	<b>\$90</b> if application and checks are received by <b>4/30/2025</b> )	Due with application
	<b>Classroom space</b>	<b>\$90</b>	Due with application
	<b>Hall Space</b> (limited # of spaces so will be given on first come/first serve basis) No electricity.	<b>\$100</b>	Due with application
QTY:	Limited number of 8 foot table reservations ( <i>optional</i> )	\$10 each	Due with application – please circle and tell us quantity.
	Artisan Agreement	N/A	Due with application
	Minimum of 5 images of product and one image of display	N/A	Due with application

My special needs (ie: allergies) \_\_\_\_\_ Height of my display is \_\_\_\_\_

I wish to participate in Our Lady of Lourdes Oktoberfest Artisan Fair 2025 and agree to the terms and conditions for artisans. In addition, I give permission for OLOL to use photographs of my artwork and product in their digital and printed promotional materials.

Artisan Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Return agreement, check(s), and required materials to:**

Our Lady of Lourdes Parish  
**Attention: Tanya Gross**  
3722 S. 58<sup>th</sup> St.  
Milwaukee, WI 53220-2053

**Questions?**

Oktoberfest Artisan coordinator: Tanya Gross  
Phone: 414-870-9487  
Email: tanyamg69@hotmail.com

**ARTISAN AGREEMENT**

PARISH: Our Lady of Lourdes Catholic Church  
EVENT: Oktoberfest Artisan Fair  
ARTISAN: \_\_\_\_\_  
DATES OF EVENT: October 11-12, 2025

The above-named ARTISAN agrees to defend, protect, indemnify and hold harmless the above-named PARISH and the Archdiocese of Milwaukee along with their employees and volunteers against and from all claims arising out of the display, sale or use of ARTISAN’S products and ARTISAN’S negligent conduct at the above described EVENT.

ARTISAN agrees that they are not an employee or agent of the Parish or Archdiocese of Milwaukee and that their participation in this EVENT is strictly that of an outside artisan.

ARTISAN agrees that he/she is solely responsible for procuring property and casualty insurance for its operations and products and that the Parish does not provide insurance for Artisan’s operations or Artisan’s products.

ARTISAN agrees to protect, defend, hold harmless and fully indemnify the above named PARISH and the Archdiocese of Milwaukee for any claim or cause of action whatsoever arising out of or related to the Artisan’s participation in the above identified EVENT that is brought against the PARISH and/or The Archdiocese of Milwaukee by the above-named ARTISAN or its employees, agents, partners, family members, students, customers, function attendees, guests, invitees, organizational members or associates, whether such claim arises from the alleged negligence of the PARISH, its employees or agents, or the negligence of the ARTISAN.

SIGNED BY: \_\_\_\_\_

ARTISAN NAME AND TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

## TERMS AND CONDITIONS

**Hours of Operation:** Artisans must be open for business on Saturday 10/11/2025 from 11:00 AM until 8:00 PM and Sunday 10/12/2025 from 9:00 AM until 1:00 PM. Booths must be managed at all times during festival hours.

**Assigned Space:** OLOL shall provide Artisans approximately 60-64 square feet of space. Free standing or self-contained units may be used as long as they are contained within the assigned space. Artisans need to supply their own set-up and provide their own display tables, shelves, chairs, etc. A limited number of tables are available for rental upon request on application.

**Electrical and lighting:** OLOL shall provide suitable overhead lighting in public areas of the festival. If additional lighting or power is needed, you must make arrangements with OLOL **before 9/14/25**. Please be aware electrical access is limited. **Note:** Hallway spots do not have electrical access. Depending on your needs, an additional fee may be required.

**Clean-up:** Artisans are responsible for cleaning booth space area of all trash and any items brought into the festival site. Artisan's assigned area shall be returned to a "broom clean" state. If an artisan fails to properly clean the assigned area within the time stated in this contract, OLOL may engage services to clean area and/or remove any remaining materials at cost to the artisan.

**License and permits:** Artisans shall, at their own expense, have or obtain any license or permit that may be required by any public authority for the sale of their products and include a copy with application.

**Liability, insurance, and indemnification:** Artisans shall deliver to Our Lady of Lourdes, a signed Artisan Agreement, provided by OLOL in the application packet. The terms set therein shall constitute the full and complete terms of liability, insurance and indemnification.

**OLOL authority:** OLOL shall have the authority and control over all aspects of Oktoberfest. It reserves the right to oversee and make whatever arrangements it deems appropriate for security, clean-up, entertainment, and any other matters affecting overall event operation. OLOL makes no guarantee as to any specific level of festival attendance, or that artisans shall achieve any specific amounts in sales.