



Thank You for your willingness to support **Habitat for Humanity Ozaukee Inc** by participating in the holiday ***Fare and Flair*** fundraiser. Please find the following information for the exciting upcoming event:

- **Event Date:** Saturday, November 12, 2022
- **Time:** 5:00 to 8:00 PM
- **Vendor Setup:** 1:00 PM to 4:30 PM

(Please note all Vendors must have their designated area set up by 4:45 PM at the latest.)

- **Take down:** Take down time will commence at 8:15 P.M. ***(You are asked not to start taking down before this time)***
- **Location:** Ozaukee Nonprofit Center
2360 Dakota Drive
Grafton, WI 53024

We ask that you have samplings of your specialty item to serve the approximately 150 expected guests.

Though there may be no direct sales, we would encourage you to bring:

- Information regarding your holiday offerings
- Business cards for the guests.
- Holiday decorations to enhance your table. *(not required but welcomed and encouraged)*

As a thank you, we will be including your business in all:

- Pre-event advertising
- Program handout the day of the event
- Post-event advertising

At the Event we will include:

- A 6 ft. Long covered banquet table.
- 2 chairs per table
- There is a Kitchen with limited access *(Please note, serving utensils, plates, glassware, and silverware are not included.)*
- Parking and Loading/Unloading at the rear of the facility where a door to the event space is located.

.....Please complete and return.....

Business Name (print) _____

Contact Name (print) _____

Email _____ Phone # _____

Our area (Check One) Will ___ Won't ___ need access to an electric outlet

We will be offering; "Holiday" Appetizer ___ Entrée ___ Dessert ___ Please describe your Sample/s: _____

Will you need Volunteers to help serve? _____ Yes _____ No

PLEASE RETURN Vendor registration and Nonprofit Center Agreement to **Habitat for Humanity Ozaukee Inc.** at the ONC address below.

Vendor/ Client Hold Harmless Agreement

I hereby release, waive, discharge and covenant not to sue and to hold harmless Ozaukee Nonprofit Center from any liability , claims, costs and expenses or injuries whatsoever arising out of or related to any loss, damage, or injury that may be sustained during the use if any room, facility, or service located on the property of:

Ozaukee Nonprofit Center (ONC)
2360 Dakota Drive
Grafton, WI 53024

Outside Company/Caterer Name _____

Address _____ City _____

State _____ County _____ Zip code _____

Contact Phone _____

Print Name _____

Signature _____ Date _____

A requirement of the facility is the above signed Hold Harmless and a copy of your certificate of insurance.

Please include your certificate with your response to this letter.

Thank you for your participation, it is greatly appreciated.

