



ENLIGHTENED LIVING CENTER  
For Conscious Healing

## Enlightened Artisan Market Information Saturday, November 27, 2021 9:30A- 4:00 PM

The Enlightened Living Center – 125 E. State St. Burlington, WI 53105

Local artisans are invited to participate in the Enlightened Artisan Market! This event will be held at the Enlightened Living Center in Burlington, WI on Saturday, November 27, 2021 from 9:30AM- 4:00PM.

### How to participate in the Event:

1. Read Vendor Agreement
2. Fill out the Application form, the liability waiver (if applicable) and the S-240 Form.
3. Submit signed, filled out forms and payment NO LATER THAN Monday November 1, 2021. Submission can be done by dropping off or mailing of the complete set of paperwork, or electronically by send the forms per email and make payment via Eventbrite.  
[admin2@enlightenedlivingyoga.com](mailto:admin2@enlightenedlivingyoga.com)

OR

Enlightened Living Center  
125 E. State St  
Burlington WI, 53105

4. Submit booth payment via Eventbrite or mail  
(Checks payable to Enlightened Living Center)

a. **8x10 - \$55.00**

\_\_\_\_\_

b. **8x5- \$35.00**

\_\_\_\_\_

c. **Round- \$35.00**

\_\_\_\_\_

**TOTAL DUE:**

\_\_\_\_\_

**\*\*This lovely center provides space for at least fourteen booths that we are excited to fill with creative and inspiring goods for the community. However, should we have less than 14 vendors signed up by Nov. 1st the market will not be held\*\***



## **Vendor Agreement**

- ALL items for sale in artisan booth must be original/handcrafted by the artisan. No commercial, kits, imports, mass produced, or direct sales businesses are allowed.
- Market Manager reserves the right to limit the number of booths displaying similar crafts (i.e. jewelry, photography, etc.)
- Only one artisan business permitted per booth space.
- Available booths spaces include two chairs are: 8x10, 8x5 or 6-foot round
- This is a first come, first serve event. Booth space is not reserved until payment is received. If your ideal booth is not available you will be contacted for your second choice.
- Booth fees are payable to “Enlightened Living Center” via check or Eventbrite.
- The Enlightened Living Center will be using all their social media means - Facebook, Instagram, Meet-up, Eventbrite, Community Outreach and Newsletters to advertise and promote this event. The Artisans are asked to use their social media and other advertising means to promote the event. A material will be provided to all participant artists after November 1st. including: PDF Fliers, Instagram and Facebook posts and stories.
- Artisans are responsible for any license, permits, and insurance that may apply to their sales.
  - Artisans are requested to have their own liability insurance to participate in this event. If an artisan opts out of insurance, a signed liability waiver is required (See attached).
  - A completed S240 Temporary Event Form is required to be completed by each artisan when applying for this event. Form can be found at:  
<https://www.revenue.wi.gov/DORForms/s-240.pdf>
- Artisans are responsible for collecting and reporting Wisconsin Sales Tax on all sales made during the event. Current tax rate for Racine County is 5%
- Set up will be Friday between 6-7pm and Saturday between 7:30-9:15AM. All artisans must be set up by 9:15AM.
- Vehicles should be moved to street parking right after unloading to ensure all vendors have easy access to the building and the parking lot is available for customer at start of the event.
- Artisans may not begin to disassemble their booth until the close of the event at 4:00PM.
- Artisans will be assessed during the event to ensure description submitted reflects the work being sold. In case of a discrepancy, artisan may be asked to remove the product or leave the event. It may also impact consideration for future events
- Pets are not allowed at this event.

## **Clean-Up Requirements**

- Artisan must remove all waste and refuse from their area before leaving at the end of the day.
- Display areas must be kept free and clear of unsightly debris
- If using a round table, please store all additional materials under the table as to not block walkways.



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**Enlightened Artisan Market Application**  
**Saturday, November 27, 2021**  
**9:30AM- 4:00 PM**

**How to secure your booth space:** Please complete this artisan application, sign, and submit to [admin2@enlightenedlivingyoga.com](mailto:admin2@enlightenedlivingyoga.com) OR mail to Enlightened Living Center (125 E. State St. Burlington, WI 53105) along with payment via check or Eventbrite to secure your space.

Business Name: \_\_\_\_\_

Artisan's Name: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

Facebook: \_\_\_\_\_ Instagram: \_\_\_\_\_

Payment: (please circle)                      Eventbrite                      OR                      Check

- a. 8X10- \$55.00
- b. 8x5 - \$35.00
- c. 6-foot round- \$35.00

Description of items: (short description to be used in promotion) \_\_\_\_\_  
\_\_\_\_\_

Please direct any question to Shri Steep at 262-716-0017 or [admin3@enlightenedlivingyoga.com](mailto:admin3@enlightenedlivingyoga.com)

**Terms and Conditions:**

The artisan agrees to assume responsibility for his/her conduct and for all property brought on the premises. The artisan understands that Enlightened Living Center is not liable for any damage, lost items, or injury in relation to the participation in the Enlightened Artisan Market event.

The artisan understands that his /her name and or business name and any photos may be used for promotion and/or informational purposes.

I, (print name) \_\_\_\_\_ certify that I have read the rules, regulation, terms and conditions governing the Enlightened Artisan Market event has herein stated, and agrees to abide by them.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



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**Liability Waiver**

I understand, Enlightened Living Center had recommended that I carry my own liability insurance while participating in the Artisan Market at 125 E. State Street, Burlington, WI 53105 on Sunday, November 27, 2021. At the present time, I have decided **NOT** to carry any insurance. Therefore, I accept responsibility for any damages my negligence may cause while participating in this event

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Artisan Name (Please Print)

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Artisan Signature

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Date

**Please complete and return form to:** [admin2@enlightenedlivingyoga.com](mailto:admin2@enlightenedlivingyoga.com), mail *OR* drop off in person at the Enlightened living Center 125 E. State St. Burlington, WI 53105