

2011 Gathering Waters Festival Participant Information & Application

Thanks for participating! Please fill-out the info below, sign and email or fax to the contact below.

Organization:

Address:

Contact:

Phone:

Email:



**GATHERING
WATERS
FESTIVAL**

June 11, 2011
11 a.m. to 6 p.m.
Lakeshore State
Park

The festival will go on rain or shine

Set-up: Friday, June 10 from noon to 4 p.m. or Saturday, June 11 from 8:30 to 10:30 a.m.

To get on to the Park take Erie St. around the back of the Marcus Amphitheater, past the red lighthouse and drive slowly onto the Park – maximum speed is 5 MPH. Watch for pedestrians and bikers who have the right-of-way. All vehicles not necessary for operating your booth must be off the Park on Saturday by 10:30 a.m. There is limited free parking available at the South entrance of the Park on a first come basis. There will be security on the Park Friday night. Further instructions will be sent a few weeks before the festival and also placed on www.gatheringwatersfest.org.

Take-down: Exhibits can be taken down starting at 5 p.m. Take-down needs to proceed in an orderly fashion since the festival's music will go until 6 p.m. A limited number of exhibitors can obtain a pass to bring their vehicle on the park before the festival is over - please inquire if necessary. Everyone else will be taken with their exhibit items, to the south or north entrance so you can load your vehicles between 5 and 6 or vehicles can carefully go on the Park after 6 p.m.

General Liability Insurance: Please provide proof of general liability insurance naming the Park and the Friends of Lakeshore State Park as additional parties insured. Email or fax to the contact below. If you have questions about this requirement contact Kae DonLevy at 414.588.0617 or info@gatheringwatersfest.org.

Exhibit Set-up – Please Fill-Out

Exhibit Content – Describe what you'll have at your booth - please make the experience as interactive as possible.

Tents: Do you have your own tent: _____? If you bring a tent please make sure it can be safely secured to the ground – it can be windy on the Park.

Tables/Chairs: How many of each do you need? ____ If possible, please bring tables and chairs.

Host by the Friends of Lakeshore State Park
P: 414.273.1173 / F: 414.273.2205 / www.friendslsp.org
www.GatheringWatersFest.org

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Electricity: Need electricity? Power needs:
Please bring an extension cord if you need power.

Easels: We **do not have easels**. Please bring your own easels or you can tie signs to the tent or paste them to the table.

Signs: Will you bring signs?
If you need a sign let us know we may be able to help. **Sign information must be received by Wednesday, May 25, 2011.**

Festival Promotion: Please promote the *Gathering Waters Festival* if possible. Hang a poster, distribute postcards or bookmarks or place in your newsletters, e-newsletters and on your Web site. Let us know if you need a logo, poster, postcards or bookmarks.

Door Prizes: We're able to donate: _____
We would truly appreciate if you could donate a door prize (membership, t-shirts, hats, tickets or other) we can use for the Park's Passport drawing. If confirmed by May 1, your name will be listed on the event website and event signage for your donation. Please email info@gatheringwatersfest.org or call 414.588.0617.

Non Profit Fee: \$50.00

Terms and Conditions:

There is a \$50 non-profit fee that must be paid to the **Friends of Lakeshore State Park**, at the contact info below, by **Tuesday, May 31**. If you are in agreement with this fee and set-up and take down instructions please sign this contract and return to the contact information below with your check.

Participant Contact

Date

It is advisable to email a signed contract and certificate as soon as possible, ahead of your check, to reserve your spot at the festival. **Mail or drop-off this signed contract, Certificate of Insurance and \$50 check by Tuesday, May 31** to:

Kae DonLevy, Friends of Lakeshore State Park, c/o Historic Third Ward Association
219 N. Milwaukee St. Milwaukee, WI 53202 or fax to 414.273.2205.

Thank you for your support and time!

Festival Director:

Contact Kae DonLevy - 414.588.0617 or info@gatheringwatersfest.org

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