

Wisconsin Scottish Inc.

**2022 Wisconsin Highland Games**

**September 3-4, 2022**

Waukesha County Expo Center

1000 Northview Road

Waukesha, WI 53188

**MERCHANDISE VENDOR SITE RESERVATION FORM**

**PLEASE PRINT LEGIBLY:**

 Vendor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Owner/Proprietor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

 City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_\_ Zip Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Home/Business Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 E-mail:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Description of goods sold: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

 SITE RESERVATION PREFERENCES: INSIDE BUILDING: \_\_\_\_\_\_\_\_\_ OUTSIDE: \_\_\_\_\_\_\_\_

**The following rental rates are for vendors of Celtic merchandise:**

 Size Quantity Price Total Included Admission

 10 x 10 \_\_\_\_\_\_\_ $250 = \_\_\_\_\_\_\_\_\_\_\_\_ 2 Wristbands/2 Parking

 10 x 20 \_\_\_\_\_\_\_ $350 = \_\_\_\_\_\_\_\_\_\_\_\_ 3 Wristbands/3 Parking

 10 x 30 \_\_\_\_\_\_\_ $400 = \_\_\_\_\_\_\_\_\_\_\_\_ 4 Wristbands/4 Parking

 20 x 20 \_\_\_\_\_\_\_ $450 = \_\_\_\_\_\_\_\_\_\_\_\_ 4 Wristbands/4 Parking

 20 x 30 \_\_\_\_\_\_\_ $500 = \_\_\_\_\_\_\_\_\_\_\_\_ 5 Wristbands/5Parking

 Chairs \_\_\_\_\_\_\_ $5.00 = \_\_\_\_\_\_\_\_\_\_\_\_

 8 ft. Tables \_\_\_\_\_\_\_ $15.00 = \_\_\_\_\_\_\_\_\_\_\_\_

 Electrical \_\_\_\_\_\_\_ $50.00 = \_\_\_\_\_\_\_\_\_\_\_\_

**TENT RENTAL THROUGH WI SCOTTISH:**

 Size: 10 x 10 $210.00 10 x 20 $300.00 20 x 20 $350.00 10 x 30 $400.00

If you want 4 tent sidewalls add $150.00

**RV CAMPING:** On Site RV camping is available for $38 per night with electrical and water hook-ups.Showers on site.

 Number of RV Sites: \_\_\_\_\_\_\_\_ x $38 x number of Nights \_\_\_\_\_\_\_\_\_ = \_\_\_\_\_\_\_\_\_\_\_

 Arrival Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Departure Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Preferred electrical hook up: 20 Amp 30 Amp 50 Amp (no guarantee of amperage)

**ADDITIONAL STAFF PASSES:**

 Each vendor receives a set amount of admission and parking passes based on size of space. Additional passes **may be purchased in advance (must be purchased by Aug. 15)** at the following rates:

 Daily Pass: $6 x \_\_\_\_\_\_\_ Quantity = $\_\_\_\_\_\_\_\_\_\_\_\_\_ Total

 Day Parking Pass $2 x \_\_\_\_\_\_\_\_ Quantity = $\_\_\_\_\_\_\_\_\_\_\_\_\_ Total

**TOTAL CHARGES:**

 Site and Equipment Charges: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 RV Camping Charges: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Additional Staff Passes: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Tent Rental Fee through WI Scottish: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Plus Late Fee or Minus Early Bird Fee: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_

  **TOTAL ENCLOSED: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**There is a $50 Early Bird Discount for reservations & payment made before June 30, 2022.**

**There is a $100 Late Fee for applications received after August 1, 2022…no exceptions, no excuses!**

**Make all checks payable to Wisconsin Scottish Inc.**

# Mail to: WISCONSIN SCOTTISH

#  c/o Waukesha County Expo Center

#  1000 Northview Road

 **Waukesha, WI 53188**

 **Contact: Teri Adlam** **vendors@wisconsinscottish.org** **262-548-7202**

 **SPECIAL REQUESTS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**EVENT INFORMATION:**

 On Site Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Move In: Vendors must check in at Arena Building Door 3 for site location and vendor packet.**

**Vendors may move in on Friday Sept. 2nd from 9 am to 5 pm.** **NO MOVE IN AFTER 5 PM on Friday because event is open to the public at that time and the Opening Ceremony will be taking place.** No Exceptions. All vehicles must be out of the vendor area and in a designated parking spot by 5 p.m.

Move in on Saturday September 3rd from 7 a.m. – 9.a.m. All Vehicles off grounds by 8:45 a.m.

Vehicles are not allowed to be kept at vendor tent during the event. They must be parked in designated parking lot. Vendors are not allowed to sleep in their merchandise tent.

**Move Out:**

Vehicles are not allowed to enter the grounds for move out on Sunday until after 5:30 p.m. The pub tent will be open until after 9 pm, so great care must be taken when driving to your vendor area.

**EVENT HOURS:**

 Friday: Opening Ceremony and Concert 5 pm – 10 pm

 Saturday: 9 am – 6 pm Pub tent open until 10 pm

 Sunday: 10 am – 5 pm Pub tent open until 9 pm

**MERCHANDISE VENDORS ARE PROHIBITED FROM SELLING OR PRODUCT SAMPLING ANY FOOD OR BEVERAGE PRODUCTS WITHOUT WRITTEN PERMIT FROM EXPO CENTER.**

**CONTACT TERI ADLAM – EXPO MANAGER BY AUGUST 1, 2022 TO REQUEST PERMISSION FOR PACKAGED FOOD/BEVERAGE SALES OR SAMPLING. 262-548-7202 tadlam@waukeshacounty.gov**

**Would you like to donate merchandise or a gift certificate to our silent auction, it is tax deductible.**

 \_\_\_\_\_\_YES \_\_\_\_\_\_\_\_Not this year.

**PROGRAM ADS:** Are you interested in an ad in the official program? You may include a coupon to your booth.

 \_\_\_\_ $200 Full Page Ad 5” w x 8”h

 \_\_\_\_ $100 ½ Page vertical ad 2.5”w x 8h

 \_\_\_\_ $100 ½ Page horizontal ad 5”w x 4’h

 \_\_\_\_ $ 50 ¼ Page vertical ad 2.5”w x 4”h

 \_\_\_\_ $ 50 ¼ Page horizontal ad 5”w x 2”h

All ad payments and artwork must be received by July 11,2022. All ads must be high-resolution camera-ready artwork (such as Photoshop, vector or jpeg files). Send artwork as a jpg/pdf file to: Program Coordinator, programs@wisconsinscottish.org.

**HOTEL INFORMATION:** We have 2 host hotels this year. We ask that you book your rooms under our room block because we will get credit for each room booked toward our hotel bills for hosting judges. The blocks are as follows:

**HOST HOTEL INFORMATION:** **CUTOFF DATES FOR DISCOUNT 8/15/2022**

**Wildwood Lodge: $98 Standard Room 262-506-2000, Use: WISCONSIN HIGHLAND GAMES BLOCK**

**Holiday Inn: $103 Standard Room 262-506-6300, Use: WISCONSIN HIGHLAND GAMES BLOCK**