

APPLICATION CHECKLIST:

- ENCLOSE 3 PHOTOS OR COPY OF PHOTOS FOR YOUR CRAFT, REQUIRED EVERY TIME FOR JURY SELECTION. **NO PHOTOS, NO ENTRY**
- ENCLOSE PAYMENT CHECK, CASH, OR CREDIT CARD ACCEPTED (**CHECKS PAYABLE TO: CITY TREASURER**)
- CALL IN ADVANCE TO VERIFY WE HAVE TABLES/ELECTRICITY AVAILABLE **(608) 245-3669**

DEADLINE: SEPTEMBER 1, 2023

APPLICATION FORM (REQUIRED INFORMATION):

NAME OF CONTACT: _____

BUSINESS NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

EMAIL (REQUIRED): _____

PHONE NUMBER: _____

WI SELLER'S PERMIT #: 456- _____

IF NO PERMIT, LAST FOUR OF SSN #: _____ *OR EXEMPTION CODE BELOW: _____

*If the vendor does not have a Wisconsin seller permit number and claims their sales are tax exempt, enter the exemption code number provided by the vendor.

1 - Exempt Sales Only Or Display Only **2** - Multi-Level Marketing Company Pays Sales Tax **3** - Nonprofit Occasional Sales Exemption **4** - Exempt Occasional Sales

NUMBER OF SPACES REQUESTED: (MAX 2) **\$70.00** _____ (INCLUDES TAX & VENDOR PERMIT, CITY ORDINANCE 8.16)

NUMBER OF TABLES REQUESTED: **\$5.00** _____ (MAX 2 PER SPACE, CALL TO VERIFY AVAILABILITY)

ELECTRICITY REQUESTED: **\$5.00** _____ (CALL TO VERIFY AVAILABILITY)

TOTAL PAYMENT DUE: _____

CHARGE MY CREDIT CARD #: _____ EXPIRATION DATE: _____ BILLING ZIP CODE: _____

SIGNATURE FOR CHARGE: _____

PARTICIPANT AGREEMENT: The undersigned agrees to abide by the rules and regulations set by the WPCRC for this event. The undersigned agrees to assume full responsibility for and hold the WPCRC, its agents, servants, employees and volunteers harmless from any legal liability, injury or damage to the persons, property of the applicants, its members and/ or guests and to assume full responsibility for any damage to WPCRC owned or leased property or persons in connection with the use of the WPCRC owned or leased facilities for activities and programs.

SIGNATURE FOR AGREEMENT ABOVE: _____



24TH ANNUAL

Holiday Fest

ARTS AND CRAFTS FAIR

Warner Park Community Recreation Center
 Saturday, December 2, 2023 • 9:00 am – 3:00 pm
www.cityofmadison.com/parks/wpcrc



\$1 Admission
Free Parking
 80+ Vendors

ARTS & CRAFTS FAIR

Join other area artisans in welcoming winter with your original crafts and artwork at the Warner Park Community Recreation Center's 24th Annual HolidayFest Arts and Crafts Fair.

Location: Warner Park Community Recreation Center (WPCRC)
1625 Northport Drive
Madison, WI 53704

Date: Saturday, December 2, 2023

Time: Open to Public - 9:00 am - 3:00 pm

Admission: \$1.00

Fee: \$70 per sales area (up to 2)
(INCLUDES TAX & VENDOR PERMIT, CITY ORDINANCE 8.16, JURY SELECTED)
Additional \$5 for electricity
Additional \$5 per table (max 2 per space)
**Please call to check availability of tables before sending a payment.*

REGISTRATION INFORMATION

APPLICATIONS ARE accepted until SEPTEMBER 1, 2023.

PROCEDURES:

Complete the attached Application Form, send with your payment and 3 photos or photocopies to WPCRC.

ALL CREDIT CARDS ACCEPTED.

MAKE CHECKS PAYABLE TO CITY TREASURER.

You can submit your completed application and photos by:

- E-mail: cabarca@cityofmadison.com
- Mail: WPCRC, Attn: C. Abarca, 1625 Northport Drive, Madison, WI 53704

You will receive confirmation on the status of your application once it has been processed. If you list an e-mail address on your application that is where your confirmation letter will be sent.

CONFIRMATION:

Participating vendors will receive a final letter of confirmation within 4 weeks of the fair, which will detail information regarding the day of the event.

RAFFLE PRIZE:

All artists will donate one of their crafts for a raffle prize. No gift certificates. Minimum of \$15 value.

INFORMATION: Warner Park Community Recreation Center
Phone: (608) 245-3669
E-mail: cabarca@cityofmadison.com

ARTS & CRAFTS FAIR DETAILS

DISPLAY:

All items must be handmade. The sale of commercial items, imports and novelties are not permitted. If you require more space, one additional adjoining space may be rented. The fair is juried, and we do reserve the right to limit excessive duplication of crafts. No tents allowed.

SPACE ASSIGNMENTS:

Sales areas will be assigned at the discretion of the fair coordinator based on type of display and crafts. MOST spaces are 8'D x 9'W; hallway spaces are approximately 4'D x 14'W. Space includes two chairs - no tables. Vendor must supply tables and extra chairs. Rental tables available (\$5 each).

DISPLAY SET-UP:

Friday night set-up is from 5:00 - 6:30 pm and 6:30 - 8:00 pm and Saturday from 6:30 - 8:30 am through SignUp Genius. Please move your car to the farthest parking lot by the park shelter by 8:30 am on Saturday.

SALES:

Artisans are responsible for collection of sales tax. City Parks is not responsible for money or crafts owned by exhibitors.



Warner Park Community Recreation Center
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