

Application Checklist

- Include three (3) photos of your craft or list a website where your work can be viewed.
- Enclose payment for \$65 plus \$5 extra for electricity and \$5 extra per table. **Checks payable to City Treasurer.**
- Please call (608) 245-3669 to check for table/electricity availability.
- Cut the application form and mail it to: WPCRC, 1625 Northport Dr., Madison, WI 53704.

DEADLINE: October 1, 2018

Application Form

Vendor's Name: _____ Phone (H): _____
 Business Name: _____ Phone (W): _____
 Website: _____ Phone (Other): _____
 Home Address: _____ City: _____ State: _____ Zip: _____
 Email Address: _____
 Description of Craft (be specific, list **ALL** items you will be selling): _____

No. of spaces requested (\$65/each): _____ (includes vendor permit, City Ordinance 8.16)
 No. of tables requested (\$5/each): _____
 Electricity requested (\$5): _____
 TOTAL PAYMENT: _____ (Check payable to City Treasurer)
 Charge my MasterCard or VISA Card #: _____ Expiration Date: _____ CVV#: _____
 If charging, please sign here: _____

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: _____ Date: _____

play
**MADISON
 PARKS**

Holiday Fest

19TH ANNUAL

ARTS AND CRAFTS FAIR

Warner Park Community Recreation Center
 Saturday, December 1, 2018
 9:00 am - 3:00 pm
cityofmadison.com/parks/wpcrc
 (608) 245-3669

*\$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 19th Annual HolidayFest Arts and Crafts Fair.

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

Date: Saturday, December 1, 2018

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

Admission: \$1.00

Fee: \$65 per sales area (up to 2)
(INCLUDES VENDOR PERMIT, CITY ORDINANCE 8.16, JURY SELECTION FEE)
Additional \$5 for electricity
Additional \$5 per table
**Please call to check availability of tables before sending a payment.*

REGISTRATION INFORMATION

APPLICATIONS ARE ACCEPTED UNTIL OCTOBER 1, 2018.

Procedures: Complete the attached Application Form, send with your payment and three photos to WPCRC. MAKE CHECKS PAYABLE TO CITY TREASURER. MasterCard and VISA accepted. (Please sign the Participant Agreement on the attached Application Form.)

You can submit your completed application by:

- scanning and e-mailing it to:
cabarca@cityofmadison.com
- faxing it to: (608) 245-3685
- or mailing it to 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. Please e-mail cabarca@cityofmadison.com or call (608) 245-3669 if you have any questions or concerns.

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.

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

Information: Warner Park Community Recreation Center
Phone: (608) 245-3669
Fax: (608) 245-3685
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.

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 3'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 6:00 - 8:00 pm and Saturday from 6:30 - 8:30 am. 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.

Food:

Food and refreshments will be available.

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Madison, WI 53704

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