

**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, 2017**

**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: \_\_\_\_\_



The poster features a green background with white snowflakes and stars. At the top right is the logo for 'play MADISON PARKS' in blue and green. The main title 'Holiday Fest' is written in a large, red, cursive font. Below it, in a smaller black font, is '18TH ANNUAL'. The event details are listed in bold black text: 'ARTS AND CRAFTS FAIR', 'Warner Park Community Recreation Center', 'Saturday, December 2, 2017', '9:00 am - 3:00 pm', and the website 'www.cityofmadison.com/parks/wpcrc' along with the phone number '(608) 245-3669'. At the bottom, the text '\$1 Admission \* Free Parking \* 80+ Vendors' is written in a white, cursive font.

## ARTS & CRAFTS FAIR

Join other area artisans in welcoming winter with your original crafts and artwork at the Warner Park Community Recreation Center's 18th Annual HolidayFest Arts and Crafts Fair.

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

**Date:** Saturday, December 2, 2017

**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, 2017.

**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](mailto: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](mailto: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](mailto: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.

### Warner Park Community Recreation Center

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Madison, WI 53704  
Phone: (608) 245-3669  
Fax: (608) 245-3685  
[www.cityofmadison.com/parks/wpcrc](http://www.cityofmadison.com/parks/wpcrc)

