

Application Checklist

- Include three (3) photos or photocopies of your craft, required for jury selection. **NO PHOTOS, NO ENTRY.**
- Enclose payment for \$70 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: September 1, 2024

Application Form

Vendor's Name: _____ Phone (H): _____
Business Name: _____ Phone (C): _____
Home Address: _____ City: _____ State: _____ Zip: _____
Email Address (required): _____ Vehicle License Plate #: _____
Description of Craft (be specific; list **ALL** items you will be selling): _____

No. of spaces requested (\$70/each): _____ (max 2) (includes vendor permit, City Ordinance 8.17 (6))
No. of tables requested (\$5/each): _____ (max 2 per space)
Electricity requested (\$5): _____
TOTAL PAYMENT: _____ (Check payable to City Treasurer)

Charge my MasterCard or VISA Card #: _____ Expiration Date: _____
If charging, please sign here: _____ Billing Zip Code for Card: _____

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: _____



25TH ANNUAL

Holiday Fest

ARTS AND CRAFTS FAIR

Warner Park Community Recreation Center
Saturday, December 7, 2024 • 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 25th Annual HolidayFest Arts and Crafts Fair.

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

Date: Saturday, December 7, 2024

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

Admission: \$1.00

Fee: \$70 per sales area (up to 2)
(INCLUDES 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, 2024.

PROCEDURES:

Complete the attached Application Form, send with your payment and three photos or photocopies to WPCRC. ALL CREDIT CARDS ACCEPTED. MAKE CHECKS PAYABLE TO CITY TREASURER. (Please sign the Participant Agreement on the attached Application Form.)

You can submit your completed application and photos by:

- E-mail: cabarca@cityofmadison.com
- Fax: (608) 245-3685
- 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. 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.

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 Sign Up 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.



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