

Application Checklist

- Include three (3) photos, even if done previously, 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? **Make checks payable to City Treasurer.**
- Please call 245-3669 to check for table/electricity availability.
- Mail it to: WPCRC, 1625 Northport Dr., Madison, WI 53704.

REGISTRATION OPEN UNTIL FILLED.

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 and jury selection fee)
No. of tables requested (\$5/each): _____
Electricity requested (\$5): _____
TOTAL PAYMENT: _____ (Make checks payable to **City Treasurer**)

Charge my MasterCard or VISA account: Card #: _____ Expires: _____
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: _____



ARTS & CRAFTS FAIR

Join other area artisans to welcome Spring with your original crafts and artwork at the Warner Park Community Recreation Center 2018 SpringFest Arts & Crafts Fair.

- Location: Warner Park Community Recreation Center
1625 Northport Drive
Madison, WI 53704
- Date: Saturday, April 7, 2018
- Time: Open to Public - 9:00 a.m. - 3:00 p.m.
- 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 payment.

REGISTRATION INFORMATION

APPLICATIONS ARE ACCEPTED UNTIL ALL SPACES ARE FILLED.

- Procedures: Complete the attached Application Form and 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
(1625 Northport Dr., 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 show which will detail information regarding the day of the event.
- Door Prize: All crafters 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 show coordinator based on type of display and crafts. Most spaces are about 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 p.m. - 8:00 p.m. and Saturday from 6:30 a.m. - 8:30 a.m. Please move your car to the farthest parking lot (by the shelter) by 8:30 a.m. 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
1625 Northport Drive
Madison, WI 53704
Phone: (608) 245-3669
Fax: (608) 245-3685
cityofmadison.com/parks/wpcrc

