

WARRENS CRANBERRY FESTIVAL
ARTS & CRAFTS APPLICATION
Village Streets & Lawns
28-30 Sept 2012

Show hours: 7:00 am to 6:00 pm – Vendors must be open and staffed the entire time.

The Warrens Cranberry festival is located 8 mi. N. of Tomah at Warrens exit on I-94 Exit 135 between Madison and Eau Claire. Camping at Jellystone Park, Lions Campgrounds by the Ballpark on Abbey Lane and McMullen County Park at Warrens (do not take reservations). Motels are available in nearby Tomah, Sparta, New Lisbon, or Black River Falls. Motels are nearly full now; get your reservations in early as they fill fast! Listing enclosed. If you would like a schedule of events flyer with motel listings, rules for contests, Flower, Photography, Scarecrow, Recipe Contests, send a SASE per your request or print from our web site at www.cranfest.com

Booth Spaces:

- Basic booth space is 10' x 10' You are allowed no more than two spaces in one location.
- A/C Booth Fee \$300 per 10' x 10' – No buy/sell items allowed in this area.
- Buy/Sell Booth Fee: \$300 per 10' x 10' - buy & sell booths are in separate area downtown near the art/craft area.
- Sanitation Fee: \$25.00 (Do not leave any cardboard at the festival). (Put your garbage in proper bags and leave on the curb for proper disposal).
- You are required to stay entirely within your rented booth space. We do not provide display or set-up equipment, such as tables, chairs, or tents. Any color tents are acceptable.
- You must stay all three days 7 am to 6 pm. If you leave/pack early, you will not be invited back!
- No booths may be sublet to anyone! If necessary contact Cranfest office for juried approval.
- Parking arrangements are on your own. Parking lots are available for a fee.
- No pets or alcohol allowed in booth area during show hours. Please after hours; clean up after your pets.
- Music vendors please keep music down in consideration of the vendor next to you.

Insurance:

- You are responsible for your own liability insurance within your rented area.
- A current copy must be faxed/mailed, listing Warrens Cranberry Festival Inc as (additional insured) to 402 Pine St, PO Box 146, Warrens WI 54666 or faxed to 608-378-4250, no later than August 31.
- An insurance company used last year by many of the vendors was Stratus Insurance (866) 395-1308 or go to www.actinspro.com

Electricity/Power:

- We do not provide electricity. You must pre-approve generators.

Weather:

- We are an outdoor show and subject to the elements. **The festival goes on rain or shine.**

Sales Tax:

- All vendor applications must include a copy of your current Wisconsin Sales Tax Permit Number.
- Vendors are responsible for collecting & paying state/county sales tax at 5.5% (Monroe County).
- Contact the Wisconsin Department of Revenue office with questions at 1-608-266-2776.

Confirmation:

- We reserve the right to accept or reject any booth or merchandise.
- All items sold and displayed must be juried and approved.
- All items must show good taste and be family appropriate. No illegal merchandise is allowed.
- You will be notified that you have been accepted to participate in our show. Send a SASE if you would like a written acceptance notice and your pictures returned. Your cancelled check is your receipt.
- Booths that were with us last year have first chance at reserving your booth space from 2011-**WE WILL HOLD ONLY UNTIL May 1!** Your booth at this time will be assigned to new vendors.
- Your booth information, vendor permit, and vendor wristbands will be mailed to the address on your application by September 1

Refunds: 50% Show Fee refund issued to ACCEPTED ARTISTS who cancel and notify the Festival **31 days prior to the first day of the event** (received in writing). **No refunds after that date. Emergencies will be addressed with documentation.**

“NO SHOW” POLICY: Artists who have not CHECKED-IN and/or CALLED (608)378-4200 AND LEFT MESSAGE on voice mail by 8:00 AM, FRIDAY (first day of event), will be considered a ‘NO SHOW’. No Show equals No Refund and will not be invited back to the show.

Information:

Cranfest Office: 608-378-4200 Monday - Friday

Email: (Kim) Email: cranfest@cranfest.com or on the web www.cranfest.com

2012 -ARTS & CRAFTS APPLICATION

Make check payable to **Warrens Cranberry Festival**
Mail to: Warrens Cranberry Festival,
Vendor Application
P.O. 146, Warrens, WI 54666

*Deadline for returning vendors to hold previous space is
 1-May, 2012
 Applications for new vendors 1-May 2012 or until filled
 Late fee charged to all vendors after May 1*

Name: _____ Telephone: _____

St, Rte, B _____ City _____

State _____ Zipcode _____ Business Name: _____

Website _____ Email: _____

Cell phone for emergency _____

Wisconsin Sales Tax Number # (required) _____ Please send a current copy.

Copy of insurance can be included or faxed from insurance company to 608-378-4250.

Must state Warrens Cranberry Festival Inc, 402 Pine Street Warrens 54666 as additional insured! Without this information, you cannot set-up.

Same area as 2011: _____ How many years have you been a vendor at the festival? _____

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|---|--|
| Art/Craft Booth \$300.00, 10'x10' (1 st booth) _____ | (Buy/Sell is items purchased and then sold) |
| Art/Craft Booth \$300.00, 10'x10' (2 nd booth) _____ | Buy/Sell Booth \$300.00, 10'x10' (1 st booth) _____ |
| Sanitation Fee \$25.00 _____ 25.00 | Buy/Sell Booth \$300.00, 10'x10' (2 nd booth) _____ |
| Late fee after 1 May, \$10.00 _____ | Sanitation Fee \$25.00 _____ 25.00 |
| | Late fee after 1 May, \$10.00 _____ |

(Any vendor applying after May 1 will pay a late fee)

Enclosed Copy of Wisconsin Sales Tax Form _____

Enclosed Photos with SASE _____

Enclosed Insurance Rider _____

Total check enclosed _____

Applications cannot be processed without overall photo of your booth and three photos of items you sell in your booth. The photos you send are the main criteria the jury uses to select vendors.

Would you like to have your packet of booth information, vendor permit, vendor wristbands, and map to your location held until you arrive at the festival? (Circle one) Yes or No *Information packets are needed to set-up your rented booth space at the festival.*

Type of Booth: Please explain type of merchandise sold.

Handmade Art _____

Handmade Craft _____

Buy & Sell _____

(Please list your items for our database; this makes it easier if someone tries to locate you after our show. Use a separate piece of paper if needed. Your application will be returned if no pictures and description is available to our jury committee). The committee reserves the right to reject any work it considers unsuitable. Exhibitors MUST follow suggestions made by the Warrens Cranberry Festival during the festival. No refund will be given if artist is ejected from the event for violation of rules.

The undersigned vendor waives all rights, without limit upon or liability for use of their property and facilities and holds harmless the Village of Warrens, Warrens Cranberry Festival Inc, and the property owners. The undersigned agrees that Warrens Cranberry Festival may use any photos submitted for publicizing the event. The undersigned further agrees the failure to abide by the rules stated in this application can lead to immediate expulsion from the festival with no reimbursement or legal recourse. I have read these rules and agree to the terms of this contract.

(Must be signed or application will be returned)

Sign _____ Date _____



