



Dear Artist:

I am writing today to inform you about the 57<sup>th</sup> Annual Wade House Arts & Crafts Fair. This year's Fair will be held on Sunday August 27, 2017 from 9:00 am to 4:00 pm at Wade House Historic Site in Greenbush, Wisconsin.

**All artists who wish to participate in the 57<sup>th</sup> Annual Arts and Crafts Fair must submit the following:**

- Registration form (enclosed)
- Three photographs of your work
- **\$60** per booth registration fee (will be returned if work is not accepted)
- **\$10** per 20 amp circuit if you request electricity (number of booths with electricity available is limited)
- **A self-addressed stamped envelope if you want your images returned**

Every entrant, even those who have participated in the past, must submit **all** of the above materials in order to be considered for the event. Merchandise will be evaluated for quality and workmanship; past admittance to the event is not a guarantee of admission for this or future years. The deadline for all vendor application materials is **Friday August 18, 2016**. Vendor applications and booth requests will be processed as they are received. If you have any special needs you are encouraged to list them on your registration form. All booths are outdoors on a grassy surface and measure 12 feet wide by 12 feet deep. Exhibitors are encouraged to demonstrate their work during the show.

**All work must be the original and handmade work of the artist or craftsperson renting the booth space. Please make sure your photographs clearly reflect the quality of your work and illustrate that your items are indeed handmade. Wade House reserves the right to remove any or all items that are not handcrafted by the participating vendor.**

NOTE: You will not be required to fill out a Wisconsin Department of Revenue form. **However, you MUST provide a Wisconsin Seller's Permit Number, a Social Security Number, or a F.E.I.N. number for Wisconsin sales tax purposes.** This number will be furnished to the Wisconsin Department of Revenue. You are responsible to charge your customers 5% Wisconsin sales tax and report it to the State of Wisconsin.

If you have further questions please feel free to contact me at Wade House (920) 526-3271 or by e-mail: **[Melissa.hessefort@wisconsinhistory.org](mailto:Melissa.hessefort@wisconsinhistory.org)**. I hope to see you at this year's event!

Sincerely,

Melissa Hessefort

**A Historic Site Owned by the Wisconsin Historical Society**

W7824 Center Road P.O. Box 34 Greenbush, Wisconsin 53026 tel. 920.526.3271

[wadehouse.org](http://wadehouse.org)



## RULES AND REMINDERS

*57<sup>th</sup> Annual Arts and Crafts Fair  
Sunday August 27, 2017*

- 1) The 57<sup>th</sup> Annual Arts & Crafts Fair will take place outdoors near the Wade House and other site buildings at Wade House Historic Site in Greenbush, Wisconsin. **Setup for vendors begins at 6:15 a.m. Early setups are not allowed.**
- 2) **Please enter at the Wade House Historic Site's Staff Entrance located on Center Street.** This is the same entrance that Arts & Crafts vendors have utilized in the past, but is now marked differently due to the opening of the new Wade House Visitor Center on Highway 23.
- 3) Your booth number(s) will be clearly marked on the vendor map you receive upon arrival. **BOOTH NUMBERS MAY HAVE CHANGED FROM LAST YEAR!** Please follow the site map and posted signs for directions. Clearly identified Wade House staff members and site volunteers will be available to assist you as necessary.
- 4) Within the confines of each booth area you will find a spray painted booth number.
- 5) Vendors should be set up by no later than 8:45 a.m. Visitors will begin to arrive at 8:30 a.m. and the Fair officially opens to the public at 9:00 a.m. **All vehicles must be out of the vending area before 8:45 a.m. This includes those who have requested a handicapped vending spot (exception: food vendor trailers or other vehicles from which food is directly served).**
- 6) After setting up your booth, **please park in vendor parking only – other parking areas are reserved for your customers!** Posted signs and staff will help direct you to the vendor parking area. **Golf carts will help shuttle you and any additional merchandise from vendor parking to the craft fair area.** Vehicles left in the fair area will be towed and participants disallowed from attending future events. Please keep as much merchandise as you can with you in your booth. Again, please locate Wade House staff members or volunteers if you need assistance; we'll be glad to help.
- 7) Wade House management reserves the right to have vendors remove any merchandise that is not handmade by the vendor **or is deemed inappropriate.** Please note that vendors are responsible for loss or damage to their products. Vendors are also responsible for unloading, displaying, monitoring and removing their own merchandise.
- 8) **Weather policy:** The event is held outdoors and therefore subject to outside weather conditions. Rain will not cause Wade House to cancel the event. High winds, lightning or other severe conditions which impact safety may cause a cancellation. There are no refunds for a weather related cancellation.
- 9) **Cancellation policy:** Refunds will only be issued if a vendor cancels prior to August 18, 2017 and another vendor utilizes and pays for the booth space(s).
- 10) Dogs and other pets (except properly trained service animals) are not permitted on the grounds of Wade House Historic Site; this applies to vendors and the public alike.
- 11) Vendors are not permitted to play recorded or live music during the event without prior permission from the Wade House event coordinator.
- 12) **Please remain set up until the site closes at 4:00 p.m.** Although traffic may slow down toward the end of the day, our site – and the Fair – is advertised as being open to the public until 4:00 p.m.; therefore booths should remain open until 4:00 p.m.
- 13) The Wisconsin Historical Society and Wade House Historic Site will not assume any liability in the case of loss or damage to work from any cause. Insurance responsibility is left to the artist. Artists will abide by Town of Greenbush ordinances and Wisconsin state law and will indemnify and hold harmless Wade House Historic Site and the Wisconsin Historical Society, its staff members, volunteers, and officials for any claim or cause of action against those aforementioned from acts of exhibitors or anyone else.

# REGISTRATION FORM



57<sup>TH</sup> ANNUAL ARTS & CRAFTS FAIR

SUNDAY AUGUST 27, 2017

**VENDOR INFORMATION:** *Please complete this form and return to the Wade House, along with your other registration materials. Please print clearly. Thank you.*

Name:

Business Name (if applicable):

Street Address:

City:

State:

Zip Code:

Telephone Number: ( )

Participant's e-mail address:

Wisconsin Seller's Permit Number or Social Security Number:

Briefly describe your merchandise:

Will you demonstrate your work at the event?

Please list the type & number of vehicle(s) which you will drive on-site (including trailers):

Special Booth Requests *(We will try to meet your requests but cannot guarantee spaces):*

**PAYMENT INFORMATION:** *Please make all checks payable to Wade House.*

Number of booth spaces requested: @ \$60.00 / each.

Amount Enclosed:

I will not hold Wade House Historic Site or its staff responsible for any loss, theft, damage or physical injury incurred during my participation in the 57<sup>th</sup> Annual Arts & Crafts Fair on Sunday August 27, 2017.

Participant's Signature

Date Signed

## FOR OFFICE USE ONLY

Received Date: \_\_\_\_\_ Confirmed By: \_\_\_\_\_