TO: Prospective Autumn Harvest Festival Participants
FROM: Festivals Manager
Wisconsin Dells Visitor & Convention Bureau
RE: Artisan, Crafter and Farmers Market Registration

The 17th Annual Autumn Harvest Festival Arts & Crafts Marketplace will be held **Saturday, October 18, 2014** from **8:00 AM – 6:00 PM**. The craft fair will feature **115 outdoor vendor spaces**, all of which will be available to vendors on a first-come, first-served basis. The event will take place in Downtown Wisconsin Dells.

Please note changes to the Autumn Harvest Festival Craft Fair schedule.

Review the following guidelines, and return the registration form and fee no later than **9/5/2014**

Craft Fair Guidelines:

1. **Requirements:**
   - This is a juried arts and crafts fair.
   - All work must be done by the exhibitor and be ORIGINAL in design.
   - Copyrighted, decorative kits and commercially purchased items are not allowed. Failure to follow this rule is cause for dismissal from the fair.
   - A maximum of 115 Artists, Crafters and Farmers Market vendors will be selected. **Wisconsin Dells Festivals Inc. reserves the right to make all final decisions regarding allowable products.**
   - Photos of your work are required.
   - Proof of Insurance is **strongly suggested.** Wisconsin Dells Festivals, Inc carries an umbrella policy for the festival itself, **but will not be held responsible for damage to merchandise, display units or personal property.**
   - All space is assigned on a *First-Come, First-Served* basis. No exceptions.
2. **Booth Rental:**
   - Vendor spaces are approximately 10' x 12' in size.
   - Vendors must provide their own setup including tent, tables etc.
   - Vendors are not allowed to drive stakes into the asphalt parking lot.
   - No electricity is available to vendors.
   - **Vendor charge is $75 per space if reserved by 9/5/14. On 9/6/14 the registration fee increases to $150 per space until the show's close on 10/10/14. You may reserve more than one space.**
   - A select grouping of resale vendors will be allowed entry, but in a designated and separate section.
3. **Set-up:**
   - Vendors may set up on **Friday, October 17, 2014** from 2:00 pm until 7:00 pm.
   - **ABSOLUTLEY NO VEHICLES ALLOWED ON/NEAR SITE SATURDAY 10/19/14 before/during the event**.
   - Vendors may begin selling at 8:00 AM Saturday 10/18/2014.
   - We reserve the right to allow or deny set-up.
4. **Tear Down:**
   - Vendors may begin tearing down 15 minutes prior to event conclusion on Saturday.
   - **Vendors are only allowed to leave early if they sell out.**
   - **Vendors police and clean their own area.**
   - **Vehicles may safely enter the display area after 6:15 PM on Saturday 10/18/14 to load.**

Applications that are submitted without payment will be discarded.

AUTUMN HARVEST FEST

OCTOBER 18, 2014 REGISTRATION

Name:_____

Company:_____

Address:_____

Phone:_____ Email:_____

Designation: Artisan Crafter Farmers Market

Describe the type of products to be sold (Pictures are required to be submitted with the application): _____

_____

_____

_____

- Please note that all space will be assigned on a first-come, first served basis
- You will be notified of your assigned location in a confirmation email prior to the event
- **All booths are $75.00 prior to 9/5/14 – On 9/6/14 registration fee increases to $150 until the shows close on 10/10/14. Booth spaces are approximately 10' x 12'**
- Please make check or money order payable to Wisconsin Dells Festivals, Inc.
- A $25 service fee will be added to all returned checks
- **Cancellation Policy:** To receive a full refund, you must notify the Festivals Manager of cancellation 30 days prior to the event (by October 18, 2013). A confirmation email will be sent with an Autumn Harvest Fest brochure after September 5, 2014.
- **All vendors must complete a Wisconsin Temporary Event Operator and Seller Information Form and return with the application.**

On or before 9/5/14 = Number of Booths _____ x $75.00 = _____

On or after 9/6/14 = Number of Booths _____ x $150.00 = _____

I understand and agree that neither Wisconsin Dells Festivals, Inc., nor the Wisconsin Dells Visitor & Convention Bureau are responsible for the loss/damage of display material, sale items or personal property. I have read, do understand, and will abide by the guidelines provided to me to participate in this event.

Signature:_____ Date: _____

Please return by <u>September 5, 2014</u> with check to:

Festivals Manager • Wisconsin Dells Festivals, Inc.
PO Box 390 • Wisconsin Dells, WI 53965