

15th Annual Richfield

Art at the Mill

Art and Fine Craft Fair

June 17, 2023 ~ 10 am-4 pm

Richfield Historical Park

4399 Pleasant Hill Road

Richfield, WI – Washington County

Sponsored by: Richfield Historical Society

richfieldhistoricalsociety.org



Vendor Guidelines

This event is held in the Richfield Nature/Historic Park, a sensational wooded backdrop with many historic buildings including the renovated Messer/Mayer Grist Mill. This is the 15th year for this event.

Vendor Amenities:

- Easy access for setup
- Sufficient space between booths
- Free coffee and pastries during setup
- Booth reliever (typically mid-day)
- Fliers for advertising

Guidelines and Requirements:

- **Application Fees and Deadlines**
 - Booth Fee for applications received before or on April 1, 2023 -- \$55
 - Booth Fee for applications received from April 2, 2023 through June 1, 2023 -- \$65
 - Review Fee (nonrefundable): \$10 (Review Fee is waived for previous exhibitors at this event)
 - No applications will be accepted after June 1, 2023
 - There are limited spaces for vendors
- **Booth Information:**
 - Vendors supply their own booth/tent (10 ft x 10 ft), tables and chairs – the fair goes on rain or shine
 - Due to limited volunteers, we are unable to provide help with setup/take down of booths
 - **Setup must be completed by 10 am and remain in place until 4 pm**
 - **When setting up, be sure to unload your booth and supplies. Then, immediately move your vehicle to the parking area before setting up. This will alleviate congestion and blocked vehicles.**
 - **At 4 pm, vehicles can be moved from the parking area to your booth. This must not be done prior to the 4 pm closing time. Take down must not be started prior to 4 pm.**
- **Product Requirements:**
 - Vendor products would be food and other consumables. Examples: fudge, nuts, jam/jelly, bread, butter, homemade pet treats, personal care (non-commercial), etc.
 - Personal care products are considered in the vendor category unless there is some artistic enhancement such as carving, sculpting, painting
 - Vendors will not be accepted if it is felt that their product could be in competition with exhibiting artists
 - This event will have 1 or more main food vendors. The main food vendor(s) has/have their own set of guidelines
- **General Information**
 - All of the above requirements will be strictly enforced
 - FYI – Sales Tax for Washington County is 5.5%
 - If necessary, make sure you have the required insurance/license to sell your products
 - Any vendor under the age of 18 must be accompanied by an adult
 - No political activities are allowed as RHS is a 501(c)(3) organization.

Continue on Page 2

Vendor Application Process

Follow These Steps:

1. **Mail Application Form plus \$10 Review Fee (Review Fee is waived for returning vendors) and applicable Booth Fee based on application date*. Separate checks for Review Fee and Booth Fee. Booth Fee will be returned if your product is not accepted. Both Booth and Review Fees will be returned if all vendor spaces are filled.**

***Booth Fees:** Now through April 1, 2023 -- \$55; April 2, 2023 through June 1, 2023 -- \$65

2. **Mail 2 photos:** 1 photo showing your product and 1 photo of your booth. Returning vendors need not submit photos unless there is a change in your product.

Note: Please include a self-addressed envelope with sufficient postage attached if you wish the photos to be returned.

Mail to the address below:

Richfield Historical Society, PO Box 268, Richfield, WI 53076

OR Digital Photo Submission to: artfairrhs@gmail.com

Cancellation Policy

If you have to cancel:

- Before April 1, 2023, the full amount of the booth fee will be refunded.
- Between April 1, 2023, and May 15, 2023, half of the booth fee will be refunded.
- After May 15, 2023, booth fee will not be refunded (no exceptions.)

Application Form on Page 3

Richfield Art at the Mill – June 17, 2023

Vendor Application Form

Please print clearly

Name _____

Business _____

Mailing Address _____

City, State, Zip _____

Phone _____

E-Mail _____ Website _____

WI Seller's Permit Number: _____ Last 4 digits of Social Security Number _____

If annual WI sales are under \$2,000, Exemption Code 4 **(Last 4 digits of SSN still required)**

Brief Description of what you will be selling. Final approval will be made by Richfield Historical Society.

Application Fees and Deadlines:

- Review Fee (nonrefundable) must be sent in with application (waived for returning Vendors) -- \$10
- Booth Fee for applications received before or on April 1, 2023 -- \$55
- Booth Fee for applications received from April 2, 2023 through June 1, 2023 -- \$65
- No applications will be accepted after June 1, 2023

Please check to give permission to place your information in the Art Fair booklet (Name, Phone, E-mail, Website, and Brief Description)

Please check if you will supply one of your products for the Silent Auction. Your donation is greatly appreciated.

Please check if you would distribute fliers at fairs in which you exhibit. Number needed: _____

Check if you would like an e-flier to distribute to your database.

Please check if you wish to be assigned the same booth as you had in 2022. If you remember your booth number, please indicate: Booth No: _____

I have read and agree to the requirements outlined in the Guidelines:

Signature: _____	Date: _____
------------------	-------------

Make Booth Fee & Review Fee Checks (No Review fee for returning Vendors) Payable and Mail to: Richfield Historical Society, PO Box 268, Richfield, WI 53076

Thanks for Applying to Exhibit at Richfield Art at the Mill
richfieldhistoricalsociety.org