19th Annual Richfield Art at the Mill

Art and Fine Craft Fair

June 19, 2027 – 10 am-4 pm

Richfield Historical Park

4399 Pleasant Hill Road

Richfield, WI – Washington County

Sponsored by: Richfield Historical Society



Artist 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 19th year for this event.

Artists Amenities:

- Easy access for setup
- Sufficient space between booths
- Free coffee and pastries during setup
- Assistance in getting lunch (avoid line)
- Booth reliever (typically mid-day)
- Fliers for advertising
- Tour of historic buildings

Guidelines and Requirements:

- **Application Fees and Deadlines**
  - Booth Fee for applications received before or on April 1, 2027 -- $60
  - Booth Fee for applications received from April 2, 2027 through June 1, 2027 -- $70
  - Jury Fee (nonrefundable): $10 (Jury Fee is waived for previous exhibitors at this event)
  - No applications will be accepted after June 1, 2027
- **Booth Information:**
  - Artists supply their own booth/tent (10 ft x 10 ft), tables and chairs – the fair goes on rain or shine
  - **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.**
  - If necessary, make sure you have the required insurance/license to sell your products
- **Art Work Requirements:**
  - All work must be original, handcrafted and created by the artists themselves
  - Kits, imports and mass-produced items will not be accepted
  - Items to be sold CANNOT include copyright or commercial designs (For example: sports and/or college logos, cartoon characters or logos, action-hero characters or logos, etc.)
  - Any artist whose work is found to be inconsistent with submitted photos will be asked to leave the fair
- **General Information**
  - All of the above requirements will be strictly enforced
  - FYI – Sales Tax for Washington County is 5.5%
  - Any artist under the age of 18 must be accompanied by an adult.
  - No political activities are allowed as RHS is a 501(c)(3) organization.

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Artist Application Process

Follow These Steps:

1. **Mail Application Form plus $10 Jury Fee (Jury Fee is waived for returning artists) and applicable Booth Fee based on application date*. Separate checks for Jury Fee and Booth Fee. Booth Fee will be returned if your art is not accepted.**

   ***Booth Fees:** Now through April 1, 2027 -- $60; April 2, 2027 through June 1, 2027 -- $70

   Or, pay via Venmo or PayPal (see QR codes on Application). If paying by Venmo/PayPal, the Jury and Booth fees can be made through one transaction. If the Booth fee would need to be returned, it would be done through Venmo/PayPal less the transaction fee.

2. **Mail four (4) photos:** 3 photos per medium that are labeled with Artist's Name and Category and 1 photo of your booth. Returning artists need not submit photos unless there is a change in your media.

   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, 2027, the full amount of the booth fee will be refunded.
- Between April 1, 2027, and May 15, 2027, half of the booth fee will be refunded.
- After May 15, 2027, booth fee will not be refunded (no exceptions.)

Application Form on Page 3

Richfield Art at the Mill – June 19, 2027
Artist Application Form

Please print clearly

Name_____

Business_____

Mailing Address_____

City, State, Zip_____

Phone _____E-Mail_____

Website_____Instagram_____

WI Seller's Permit Number:_____Last 4 digits of Social Security Number_____

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

Media* *(If checking more than one category, indicate percentage of each):*

☐Painting/Drawing_____% ☐Glass_____% ☐Wood_____% ☐Jewelry_____% ☐Metal_____%

☐Clay/Pottery/Ceramics_____% ☐Printmaking_____% ☐Photography_____% ☐Fiber/Textiles_____%

☐Other (Describe)_____ _____%

*Some categories will be limited to assure a balanced mix of media.

Brief Description of Your Work (20 words or less): _____

_____

_____

☐ Please check to give permission to place your information in the Art at the Mill handout (Name, Phone, E-mail, Website, and Media.)

☐ Please check if you will supply a piece of your art for the Silent Auction. Your donation is greatly appreciated.

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

☐ Please 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 for 2026. If you remember your booth number, please indicate: Booth No: _____

I have read and agree to the requirements outlined in the Guidelines. **My signature confirms that all items sold at this event will be personally hand-crafted by me.**

Signature:	Date:

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

Scan. Pay. Go.
PayPal

venmo

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