

# 15<sup>th</sup> 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



### 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 15<sup>th</sup> year for this event.

#### Artists Amenities:

- Easy access for setup
- Sufficient space between booths
- Free coffee and pastries during setup
- 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, 2023 -- \$55
- Booth Fee for applications received from April 2, 2023 through June 1, 2023 -- \$65
- Jury Fee (nonrefundable): \$10 (Jury Fee is waived for previous exhibitors at this event)
- No applications will be accepted after June 1, 2023

##### • Booth Information:

- Artists 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.**
- 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.

Continue on Page 2

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## Artist Application Process

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### 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, 2023 -- \$55; April 2, 2023 through June 1, 2023 -- \$65

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](mailto:artfairrhs@gmail.com)

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## Cancellation Policy

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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**  
**Artist 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 \_\_\_\_\_

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 Fair 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: \_\_\_\_\_
- 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 2022. 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: _____
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**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**

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