

# Cedar Creek Settlement Merchant's Association Wine & Harvest Festival Country Craft Fair Application

*All fees support the Cedar Creek Settlement Merchant's Association, a non-profit organization.*

Artist Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Wisconsin Seller's Permit #: \_\_\_\_\_ Vehicle License # & State: \_\_\_\_\_

Email: \_\_\_\_\_

**MEDIA:** Please check only **ONE** medium in which you want your items juried. Please include 2-4 photos labeled with name and medium.

Painting     Ceramics     Wood     Metal     Drawings     Fiber     Leather

Prints     Glass     Photography     Jewelry     Paper     Sculpture

Other (please describe) \_\_\_\_\_

**BOOTH & FEES:** Please select a preferred location but space availability is on a first come basis. If your preference is not available you will be given the next available space.

City Hall Lawn (\$175)

Columbia Avenue (\$175)

Washington Ave (\$175)

Any Location (\$175)

**Booth Fee x Number of spaces** \_\_\_\_\_ = **Total booth fee** \_\_\_\_\_. Make check payable to Cedar Creek Settlement Merchant's Association. (All booths spaces are 10x10. No electricity is available.) **Include \$10 non-refundable Jury Fee.** Please write a separate check for this fee.

**Provide a business size, self-addressed stamped envelope with at least \$1.00 of postage** for the notification of acceptance. Photos will not be returned unless specifically requested.

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Vendor agrees to comply with the rules and terms set forth in this contract or sent with acceptance form, in return for which, vendor will be allowed to participate in the 2022 Wine & Harvest Festival. Vendor recognizes that the Cedar Creek Settlement Merchant's Association reserves the right to decide who shall and shall not participate in this and any future festivals.

Cancellation by Vendor: In the event of cancellation, written notice of a vendor's decision not to participate must be received three weeks prior to show or the booth fee is non-refundable. Any Vendor who fails to give written notice of their decision to cancel prior to this time, or fails to show up for the festival, will owe the full booth fee, and will be required to pay full booth fee before being permitted into future festivals. Email cancellations to krisgro@msn.com.

When you sign this Agreement, you and your organization acknowledges that they shall save, keep harmless and defend the City of Cedarburg, Festivals of Cedarburg, Inc., Cedar Creek Settlement Merchant's Association, and all of its officers, employees and agents, against any and all liability claims, costs of whatever kind and nature, for injury to or death of any person or persons and for loss and damage to any property (City or other) occurring in connection with or in any way incident to or arising out of the occupancy, use, service, operation or performance of work in connection with this contract and acts or omissions of Festivals of Cedarburg, employees, agents or representatives.

I the undersigned certify that all work I will display in the 2022 Cedar Creek Settlement Merchant's Association Wine & Harvest Festival Country Craft Fair is my own work. I agree to all rules and regulations of this show and festival and will remove my exhibit without recourse if found not to be in compliance.

\_\_\_\_\_ Date: \_\_\_\_\_

Artist Signature:

Printed Name:

# Cedar Creek Settlement Merchant's Association Wine & Harvest Festival Country Craft Fair Application

**EVENT INFO:** Wine & Harvest Festival, September 17-18th, 2022. Saturday 10-6; Sunday 10-5

**ORGANIZATION:** Cedar Creek Settlement Merchant's Association located in Cedarburg, WI

**LOCATION OF ART FAIR:** Downtown Historic Cedarburg, Wisconsin. "Wine & Harvest Festival Country Craft Fair" is being held in conjunction with the Annual Wine & Harvest Festival along the main street of Cedarburg.

**ELIGIBILITY:** The country craft fair is open to all artisans 18 and over who exhibit work of original concept, design and execution and consistent with photos submitted for jurying. We pride ourselves on securing exhibitors who provide unique handcrafted and collectible items. **No kits, unfinished wood cut-outs, manufactured items or imports allowed.** All items exhibited at the country crafts fair **must be handcrafted.** No food or drink may be sold by exhibitors. All entries will be reviewed by jury committee to determine appropriateness and merit.

**INSTALLATION & DISPLAY:** Artists are responsible for providing their own display materials, which must be free standing. Displays must fit into the 10x10 space without infringing on neighboring spaces. No stakes are allowed. One artist per space. Booths will be located outdoors and positioned on both the east and west sides of Washington Avenue and Columbia Avenue. Set up begins at 7:00 a.m. on Saturday and Sunday. You cannot begin unloading vehicles until 7:00 a.m. Displays must be set up no later than 9:00 a.m. on Saturday and Sunday. All vehicles must be moved immediately after unloading. Booths located on the east side of Washington Avenue and both sides of Columbia Avenue must tear down on Saturday night and set-up again on Sunday morning. A few booths on the west side of Washington Avenue must also tear down on Saturday night. There is no overnight security. **Complete set up information and rules will be sent to you upon your acceptance into the Festival.**

**SALES:** Artists retain all proceeds from sales and are responsible for collecting and reporting sales tax.

**REFUND POLICY:** Booth fees are not refundable three (3) weeks prior to show.

**DEADLINES:** Application with photos, booth fee and jury fee are due to Cedar Creek Settlement Merchant's Association **no later than August 1, 2022.** We will accept applications until all spaces are sold. **Notification of acceptance - on or around August 15, 2022. Please email any questions to [krisgro@msn.com](mailto:krisgro@msn.com).**

## APPLICATION PROCEDURE:

- Complete and sign the form on the first page. Attach two to four photos of the work that you will be exhibiting (no other products may be sold or displayed during the event). Be sure to label all photos with your name and the type of work that is shown. Email questions to [krisgro@msn.com](mailto:krisgro@msn.com).
- Enclose **two** checks, one for the \$10 jury fee and one for the \$175 booth fee, made payable to the **Cedar Creek Settlement Merchant's Association.**
- Provide a business size, self-addressed stamped envelope with at least \$1.00 of postage for the notification of acceptance. Photos will not be returned unless specifically requested.
- Mail all information to:** Cedar Creek Settlement Merchant's Association  
Attn: Kris Herington  
9847 Saratoga Drive  
Caledonia, WI 53108  
Phone: 262-305-4507

**SEND BACK WITH YOUR APPLICATION**

**WISCONSIN TEMPORARY EVENT OPERATOR AND SELLER INFORMATION**

Information on this form is required under sec. 73.08(38), Wis. Stats.

**PART A: To be completed by the Operator of the Temporary Event**

EVENT

- 1. Name of Temporary Event Wine & Harvest Festival
- 2. Date(s) of Temporary Event September 17-18, 2022
- 3. Location of Temporary Event (e.g., Venue, City) Cedarburg, WI

**PART B: Operator Information: To be completed by the operator of the temporary event.**

OPERATOR

- 1. Name and Address Cedar Creek Merchant's Association (CCSMA)  
N70 W6340 Bridge Road, Cedarburg, WI 53012
- 2. Daytime Telephone Number 866-864-1516
- 3. E-mail Address \_\_\_\_\_
- 4. Wisconsin Tax Account Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

If blank, check appropriate box:

- No Taxable Sales     Exempt under Occasional Sales Rules     Exempt Nonprofit Organization
- Other – Explain: \_\_\_\_\_

**PART C: Seller Information: To be completed by seller and given to event operator on or before the first day of event.**

SELLER

- 1. Legal Name.: \_\_\_\_\_
- 2. Business Name \_\_\_\_\_
- 3. Address (Street or Route) . \_\_\_\_\_
- 4. City, State, and Zip Code \_\_\_\_\_
- 5. Home Phone (\_\_\_\_\_) \_\_\_\_\_  
Business Phone (\_\_\_\_\_) \_\_\_\_\_
- 6. Wisconsin Tax Account Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_
- 7. Social Security Number X X X – X X - \_\_\_\_\_
- 8. Federal Identification Number (FEIN) X X - X X X \_\_\_\_\_

9. Check one box indicating the type of activity you intend to engage in at this event:

- Selling Taxable Merchandise or Service                       Display Only
- Selling Exempt Merchandise or Service                       Exempt under Occasional Sales Rules
- Direct Sellers, Company Name \_\_\_\_\_                       Nonprofit Organization

*I declare that the information on this form is true and correct to the best of my knowledge and belief and that I am authorized to sign this form.*

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Information about temporary events, including forms, instructions, and FAQ's, can be found on the Department of Revenue's website at [www.dor.state.wi.us/html/temevent.html](http://www.dor.state.wi.us/html/temevent.html). If you have additional questions, please contact the Department of Revenue by e-mail at [temeptprg@dor.state.wi.us](mailto:temeptprg@dor.state.wi.us), telephone at (920) 832-2910, or FAX at (920) 832-2909.