

Warrens Cranberry Festival  
PO Box 146  
Warrens, WI 54666  
[www.cranfest.com](http://www.cranfest.com) ~ [cranfest@cranfest.com](mailto:cranfest@cranfest.com)  
608-378-4200



## Artist/Craftsman Application September 27-29, 2024

Warrens Cranberry Festival, Inc. invites you to submit your entry application to its 51<sup>st</sup> annual festival. The art and craft show has been listed as a premier outdoor event. The festival has been in the top 100 in Sunshine Artist Magazine in Classic and Contemporary Craft and remains free to the public.

Attendance ranges from 130,000 to 150,000 with attendees from all over the country.

Our show is one of the most anticipated and largest events in the Midwest. Our show attracts artists from across the U.S. We have 800 booth spaces available in the craft section, 350 Flea Market, 100 Farm Market and 100 Food booths.

**September 27-29, 2024** (Rain or Shine! No rain date)

**7:00 AM – 5:00 PM -All Three Days - THE REGISTERED ARTIST MUST BE OPEN AND STAFFED DURING THESE HOURS FRIDAY, SATURDAY, AND SUNDAY.** Artists are welcome to stay open beyond 5:00 pm until the crowd disperses. Streets will not be opened until deemed safe by authorities.

**WARRENS, WISCONSIN** 8 miles north of Tomah take I-94 to the Warrens Exit #135

- **Booth Spaces:**  
Basic booth space is 10' x 10'. An accepted application is a commitment to participate in the event and there are No Refunds or cancellations for any reason. Booths cannot open late or close early at any time – they must be opened on time and stay open for the duration of the festival.
- **Art or Craft Booth Fee:** \$325.00 for a 10' x 10' or \$650.00 for a 20' x 10' until June 1 deadline, **then the fee will increase starting June 2.** Please see the 2024 Artist Calendar. All items for sale must be designed, created & handcrafted by the exhibitor. No imports, buy/sell products, kits, items made from kits, or pre-manufactured items are allowed.
- **Buy/Sell Booth Fee:** \$325.00 for a 10' x 10' or \$650.00 for a 20' x 10' until June 1 deadline, **then the fee will increase.** Please see the 2024 Artist Calendar and price rates. Buy & sell booths are in a separate area downtown near the art/craft area.
- We do not provide display or set-up equipment, such as tables, chairs, or tents. Any color tents are acceptable. You are required to stay entirely within your rented booth space, no awnings or tie down ropes beyond your rented space.
- No booths may be sublet to anyone! Artist must be present and showcasing only the work which was accepted. Representatives are not permitted to attend in place of the artist unless prior approval.
- Up to two artists may share a booth, but **each artist must be juried in separately.** There will be a place on the application for the artists to indicate that they would like to share a booth space with another applying artist.

### **Electricity/Power:**

- We do not provide electricity. No generators are allowed during show hours. Generators will be allowed before 7am and after 6pm

### **Insurance:**

- Artists are responsible for your proper insurance and protection within your rented area.
- A Certificate of insurance which provides proof of general business liability insurance in minimal amount of \$1,000,000 is required by all vendors accepted in the show by September 1<sup>st</sup>.
- Your name from your application must be on this certificate and the dates of the 2024 Festival must be covered. We need a personal name included if you are using a business name.
- You **MUST** list the Warrens Cranberry Festival as additional insured.
- A current copy must be faxed/mailed, listing *Warrens Cranberry Festival Inc.* as (additional insured) to 402 Pine St, PO Box 146, Warrens WI 54666 or faxed to 608-378-4250. You can also e-mail to [cranfest@cranfest.com](mailto:cranfest@cranfest.com).
- If you are a new artist, you may wait until acceptance to acquire insurance.
- An insurance company used by many artists is *Veracity Insurance* (844) 520-6991 or go to [www.actinsurance.com](http://www.actinsurance.com)
- Security is provided during the event and overnight, however Warrens Cranberry Festival is not responsible for any items lost-stolen or damaged.

### **Weather:**

- We are an outdoor show and subject to the elements. We hold the show rain or shine, no rain dates.

### **Sales Tax:**

- All artist applications must include a copy of your current Wisconsin Sellers Permit Number. The permit number will begin with a 456 sales tax or 600 business reporting tax.
- Artist you are responsible for collecting & paying state/county sales tax at 5.5% (Monroe County).
- Each artist is responsible for their own applicable sales tax according to state and federal laws.
- Contact the *Wisconsin Department of Revenue* office with questions or to obtain a permit at 1-608-266-2776.
  - You must fill out Part C – Vendor Information form on page 3 before you are accepted to the show.

### **Confirmation:**

- We reserve the right to accept or reject any booth or merchandise.
- **All items** sold and displayed must be juried and approved.
- **All items** must show good taste and be family appropriate. Nude, erotic, graphic and/or violent images will NOT be considered for this event. On-site representatives will be enforcing this policy throughout the festival. You will be notified that you have been accepted to participate in our show by email. Send a Self-Addressed Stamped Envelope if you would like a written acceptance notice and your pictures returned. Your cancelled check is your receipt.
- Booths that were with us in 2023 have first chance at reserving your same area booth space for 2024-**WE WILL HOLD ONLY UNTIL June 1, 2024!** Your booth at this time will be assigned to new artists. We will accept booths until the show is filled. Artists are encouraged to apply early.  
**NOTE** – We have over 32,000 followers on Facebook so if you would like to possibly be mentioned on our Facebook page, please send a story about yourself and your craft, how you got started, any awards etc. You can send this information with your application or email to [cranfest@cranfest.com](mailto:cranfest@cranfest.com).

*Make check payable to: Warrens Cranberry Festival*

*Mail to: Warrens Cranberry Festival, Inc - Vendor Application Art/Craft – P.O. 146, Warrens, WI 54666*

**2024 Artist Calendar:**

**January 13, 2024: Applications open** You must pay all your fees when applying. We will not accept post-dated checks. We will not cash your check until you have been accepted. An email notification will be sent.

**June 1, 2024: Application deadline 10x10 Booth Fee \$325.00 for each space**

Returning artists to secure your previous space from 2023 must be postmarked by June 1, 2024. Booth will be reassigned after this time to new applicants applying to the event.

**June 2<sup>nd</sup> to September 20<sup>th</sup>, 2024:** 10x10 Booth Fee \$350.00 for each space

**September 1<sup>st</sup>, 2024** – Final paperwork will be sent.

**September 21<sup>st</sup> to the beginning of the show a 10x10 Booth Fee will be \$375.00 for each space.**

Applications will need to be completed and brought to the festival office with payment or come to the Vendor Information booth with completed application and (cash or money order) booth fee on September 25 & 26 for booth placement. No checks will be accepted. We will not assign any booth placement unless the conditions above are met

**Set-up dates:** September 25-26, 2024

**2024 Festival dates:** September 27-29, 2024

Applications accepted until filled

**Part C: Vendor Information**

If the vendor does not have a Wisconsin seller permit number and claims their sales are tax exempt, enter the exemption code number provided by the vendor.

1 - Exempt sales only or display only

3 - Nonprofit occasional sales exemption

2 - Multi-level marketing company pays sales tax

4 - Exempt occasional sales

Wisconsin Seller's Permit Number (15 digits starting with 456) 456- -		SSN (last 4 digits)	FEIN (last 4 digits)	Exemption Code
Legal Business Name (if not sole proprietor)		Doing Business As (DBA) Name (if applicable)		
Vendor/Contact Name (Last)	Vendor/Contact Name (First)		Vendor Phone Number	
Mailing Address		Email Address		
City	State	Zip	Multi-Level Marketing Company (if claiming Code 2 above)	

**NEW:** Part C needs to be included with your application and filled out completely to participate in the show. This is a new requirement from the Wisconsin Department of Revenue. We thank you for your participation. Please print so it is legible.

Make check payable to Warrens Cranberry Festival

Mail to: **Warrens Cranberry Festival Inc,**

**Vendor Application-Art/Craft**

**P.O. 146, Warrens, WI 54666**

Deadline for returning vendors to hold previous space is 1-June 2024 - booth will be reassigned after this time.

Applications accepted until filled

*Artist/Craftsman Application  
September 27-29, 2024*

**Please print.**

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

Business Name: \_\_\_\_\_

Business Phone \_\_\_\_\_

Street, Route, Box \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell phone \_\_\_\_\_ Emergency \_\_\_\_\_

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

Website/Facebook \_\_\_\_\_

Wisconsin Sellers Permit/or reporting Number # (required) Begins with 456 or 600

*I do not need a copy if you provide the number in the space above*

I would like same area as 2023: \_\_\_\_\_

How many years have you been an artist at the festival? \_\_\_\_\_

**Art/Craft** items handmade \_\_\_\_\_

**Buy/Sell** items purchased and then resold not all handmade

Media/Category (check one, if other please include brief description)

Basketry \_\_\_\_\_ Pottery \_\_\_\_\_ Fine Arts/Graphics \_\_\_\_\_ Textiles \_\_\_\_\_ Jewelry \_\_\_\_\_ Metal \_\_\_\_\_ Mixed

Media \_\_\_\_\_ Photography \_\_\_\_\_ Paper \_\_\_\_\_ Wood \_\_\_\_\_ Glass \_\_\_\_\_ Leather \_\_\_\_\_ Other \_\_\_\_\_

(Please list and/or describe exactly what you plan to sell for our database; this makes it easier if someone tries to locate you after our show. Use a separate piece of paper if needed. The committee reserves the right to reject any work it considers unsuitable. Exhibitors MUST follow suggestions made by the Warrens Cranberry Festival during the festival.)

**Check List:**

Enclosed Copy of Wisconsin Sellers Permit Number \_\_\_\_\_  
Enclosed Photos with Self Addressed Stamped Envelope. IF you have a website the pictures are not required \_\_\_\_\_  
Enclosed Insurance Rider \_\_\_\_\_  
Enclosed Part C: - Vendor Information \_\_\_\_\_

Type of Booth: Please explain type of merchandise sold. Please check all that apply:

Handmade Art \_\_\_\_\_  
Handmade Craft \_\_\_\_\_  
Buy & sell \_\_\_\_\_

Sharing Booth? (Circle one) Yes No With whom? \_\_\_\_\_

Fee Enclosed:

**June 1<sup>st</sup> Deadline \$325.00 per booth** \_\_\_\_\_ How Many 10x10 spaces \_\_\_\_\_

**June 2<sup>nd</sup> - September 20 Deadline - \$350.00 per booth** \_\_\_\_\_ How Many 10x10 spaces \_\_\_\_\_

**September 21<sup>st</sup> – September 27<sup>th</sup> - \$375.00 per booth** \_\_\_\_\_ How Many 10x10 spaces \_\_\_\_\_

**Total Fee enclosed:** \_\_\_\_\_

Demonstrations: Demonstrations are encouraged to create an interactive learning experience. Acceptance letters will be sent to your email address. If you do not have an email address, please send a self-addressed stamped envelope for acceptance notification.

The undersigned artist waives all rights, without limit upon or liability for use of village property owners and facilities and holds harmless the Village of Warrens, Warrens Cranberry Festival Inc, and the property owners. The undersigned agrees that Warrens Cranberry Festival may use any photos submitted for publicizing the event. The undersigned further agrees the failure to abide by the rules stated in this application can lead to immediate expulsion from the festival with no reimbursement or legal recourse. I have read these rules and agree to the terms of this contract.

**(Must be signed or application will be returned)**

Sign \_\_\_\_\_ Date \_\_\_\_\_

Please initial that you have read Page 1 \_\_\_\_\_ Page 2 \_\_\_\_\_ Page 3 \_\_\_\_\_ of this application.

**Information:** Festival Office: 608-378-4200 (extension 101) Monday – Friday  
Email: (Kim Schroeder) [cranfest@cranfest.com](mailto:cranfest@cranfest.com) or find information on the website [www.cranfest.com](http://www.cranfest.com)

