



2021 Fair on the Square
Artist & Crafter Vendor Guidelines
Event Dates: May 15 & October 9, 2021
Setup Time: 6:00 am – 8:30 am
Event Time: 9:00 am - 4:00 pm
Location: Downtown Baraboo

Information about being a vendor at the Fair on the Square in Downtown Baraboo:

- The deadline for the Downtown Baraboo Fair on the Square is 30 days prior to the event or when full. Apply on our vendor website: vendors.downtownbaraboo.com ; Please submit two pictures pictures of your work and one of your booth; This is a juried event - a non-refundable jury fee of \$5 should be submitted with your application; The artist/crafter booth fee is \$85 per space with a maximum of two spaces. Electricity is an additional \$10. All fees need to be paid in full before the event deadline.
 - Items sold at the Fair on the Square must be **handmade by you** - the artists and crafts persons. If you have any questions regarding your items sold, please contact the events coordinator.
 - ALL ARTISTS AND CRAFTERS MUST PROVIDE THEIR **SELLERS PERMIT** OR LAST FOUR DIGITS OF YOUR SOCIAL SECURITY NUMBER ON THEIR APPLICATION, ALONG WITH YOUR NAME, ADDRESS, AND CURRENT PHONE. BY LAW, WE MUST PROVIDE THIS INFORMATION TO THE WISCONSIN DEPARTMENT OF REVENUE.
 - We have over 180 vendors setting up for this event. In addition to artists and crafters, we have live music, interactive entertainment, superb food, Farmer's Market, and Kids Zone. All of these elements are designed to bring in the crowds and welcome people into your booths. We look forward to having you join us!
1. **Location and Time:** Historic Square, Downtown Baraboo, Wisconsin. This is an OUTDOOR SHOW and there is no rain date and no refunds for inclement weather. Setup begins at 6:00am. The show runs 9:00 am-4:00 pm, rain or shine. Any vendor leaving before 4:00pm may not be invited back to the show. Absolutely NO vehicles allowed on site until after 4:00 pm. Please WAIT for the clock to strike 4:00 pm before moving your vehicles into place!
 2. **Please enter the downtown on Oak Street from 2nd Street.** A volunteer will meet you at your vehicle at the intersection. Please plan to check in at least one hour before show time; Prior evening set up is not allowed. If you are late, management may occupy your space in such a manner deemed in the best interest of the show, without any rebate or allowance whatsoever to the exhibitor
 3. **Display:** Exhibitors must provide their own display tables/materials and are responsible for same. No security is provided. Spaces are minimum 10'x10'. Erected displays, canopy & the tie-downs, and all extra product/ boxes, must fit within this area (nothing on sidewalk). All of your merchandise must fit in your 10x10 space- do not setup merchandise outside of the entrance of your tent. *Maximum 2 spaces per vendor.* A limited number of electrical sites are available on a first-come basis when requested on your application.
 4. **Space Assignments:** *You will receive a card in the mail one week prior to the show with your booth number!* Our show is in an "H" pattern layout. No space is isolated from good traffic flow. We will try to honor space requests but there is no guarantee. If you are a returning vendor, we will try and place you in the same vicinity as prior years but *not necessarily in the same space.*

5. **Parking:** All vehicles must be moved to assigned vendor parking lots after unloading and before setting up. See enclosed map! This includes handicap vehicles. If you receive a ticket or have your car towed, it will be at your own expense.
6. **Garbage:** There are dumpsters available for your use, located in the parking lot at 5th/Oak and in the lot behind Corner Drug/Bekah Kates. Please dispose of your garbage in these locations or take it with you!
7. For the safety of all of our customers, **PLEASE LEAVE YOUR PET AT HOME!** We do not allow artists and crafters to have their pets in their booth during the show!
8. **Food & Porta Potties:** Food vendors are located within one block of all booth locations. Local restaurants & cafes also welcome your business. Porta potties are located on the corner of 3rd/Oak behind the circus wagon and on 4th & Oak beside the Green Vine. Public Restrooms are also available above the Village Booksmith and inside the County Courthouse (Broadway entrance side only).
9. **Pet Treat Vendors:** The Wisconsin Department of Agriculture Trade & Consumer Protection requires manufacturers of pet treats hold a commercial feed license. Pet Treat Vendors - Please sent a copy of your commercial feed license upon application of the fair.

Questions? Please e-mail any questions to events@downtownbaraboo.com

Cancellations: Refunds only given for cancellations made a minimum of *one month prior to event date*. NO EXCEPTIONS. There will be *no refunds given* for cancellations made after deadline or for no-shows. Jury fees and late fees are non-refundable. You may wait up to 6 weeks for refunds.

State & County tax is 5.5 %.

MORE INFO:

BARABOO HOTEL DISCOUNTS AVAILABLE:

*YOU MUST IDENTIFY YOURSELF AS A FAIR ON THE SQUARE VENDOR WHEN YOU RESERVE THE ROOM.

CLARION HOTEL
626 W. PINE
BARABOO

BEST WESTERN HOTEL
725 W. PINE STREET
BARABOO

ATM

ATM Machines are located inside the Baraboo National Bank Lobby on Oak & 3rd Street. There are no banks open downtown on Saturday.



2021 Downtown Baraboo Fair on the Square Artist & Crafter Application

Exhibitors Name _____

Business Name _____

Address _____

City _____ State _____ Zip _____

Phone/Cell _____ Website/Facebook Page _____

E-mail (required) _____

Description of your Product _____

Wisconsin Sellers Permit # _____ OR Last (4) digits of your SS # _____

Please Indicate requested date(s) and needs below:

- *SPRING – Saturday, May 15 1 space \$ 85.00 2 spaces \$ 170.00 Electricity \$ 10.00
- *FALL – Saturday, October 9 1 space \$ 85.00 2 spaces \$ 170.00 Electricity \$ 10.00

Other Info: _____

If you have never setup at this show or do not have a current jury number, please enclose three photos of your work and a separate payment of \$5. If you are selected to be an exhibitor at our show, you will receive a jury number that is valid for THREE years. Jury fees are **NON REFUNDABLE!** Photos submitted with jury application may be selected for advertising and marketing materials.

Return Application form with:

Booth Payment (Check or Money Order)
Jury Fee (if applicable) and 3 photos

Mailing to:

Downtown Baraboo Inc.
P.O. Box 216, Baraboo, WI 53913
Checks made payable to: Downtown Baraboo Inc. or DBI .

*Deadline to sign up for the Spring Fair is April 15, 2021
*Deadline to sign up for the Fall Fair is Sept. 9, 2021
*Late Fee: \$20 per show required after the deadline!

I have read the event guidelines and accept and agree to abide by same. I agree to assume full liability for any injury or loss to me or my property or employees and from any cause whatsoever while on the premises. I expressly release Downtown Baraboo Inc., or any names sponsors of this event from any and all liability whatsoever, or for any loss or injury. Exhibitor agrees to pay for all legal fees and costs in any action arising from or during enforcement of this contract.

Signature: _____ Date: _____

Online Applications available: vendors.downtownbaraboo.com Email: events@downtownbaraboo.com