

RETZER NATURE CENTER

presents

Arts and Crafts Fair and Apple Harvest Festival

When: Saturday, September 21, 2019

Where: **Retzer Nature Center**

514W28167 Madison Street
Waukesha, WI 53188

Retzer Nature Center is holding a large, family oriented festival on Saturday, September 21, 2019. We expect over 4,000 people to attend this event, which will have a nature and agricultural heritage theme. In addition to the arts and crafts fair, there will be a “passport expedition” activity, apple cider, apple pie, crisps & caramel apples, nature games and activities for children, live music, planetarium shows and a horse-drawn hayride. There will also be a silent auction to raise funds for the Friends of Retzer Nature Center. An extensive publicity campaign is planned for the day.

The arts and crafts fair will have a nature and upcycling/sustainability/eco-friendly theme. All items must be original, non-commercialized works.

Use of craft kits are not permitted. All exhibitors must meet two of the following criteria:

1. Theme or subject matter of the artwork or craft item must be nature/wildlife related;
2. Materials used must be natural materials (natural dyes, wood, clay, etc.);
3. Artwork or craft utilizes “upcycled” or “repurposed” materials (ex: sweater mittens).

We prefer to accept exhibitors who

- have done the work they are exhibiting themselves, rather than exhibiting the work of others;
- are using original ingredients and components that they have found or made themselves, rather than using purchased ingredients;
- have items with a fresh, original, or uncommercial look, rather than a commercial look.

DISPLAY SPACE

Each exhibitor receives one 12' x 12' outdoor exhibitor space. These may be on grass or on pavement, at the nature center's discretion. Exhibitors need to come prepared to set up on either surface.

- Chair(s) and 8' foot table(s) are available for rental. (see application form)
- Rain and wind protection for the space and its contents is the personal responsibility of each exhibitor.
- September is often breezy; exhibitors need to make allowances for this in their setup-canopy weights, wind proof displays, etc. Only one exhibitor per paid space.

(See page 2 for schedule)

SCHEDULE

1. Set-up time is from 6 a.m. to 9 a.m. Exhibitors will receive a designated, 30-minute time slot to arrive, unload and move their vehicle. Parking is separated from the exhibitor's area, and cars are not permitted on the festival grounds during the festival hours.
2. Exhibit time is 9 a.m. to 4 p.m. Exhibitors are expected to be open for sales during the entire time.

APPLICATION FEES AND DEMONSTRATORS

1. All applications must be received by Saturday, August 31, 2019.
2. Applications must be accompanied by 3-5 photographs or attached electronically to emailed applications as a jpeg, showing the artist's/craftsman's work. Include your name on each photo or slide. If desired, your hard-copy photos can be returned when you provide your self-addressed, stamped envelope. You can e-mail your photos or jpeg file to us at retzer@waukeshacounty.gov.
3. A \$75 exhibitor fee is required with the application. Because this is an educational as well as social event, we encourage exhibitors to demonstrate their art/craft at their booth.
4. Electricity is not available to exhibitors.
5. Submitting an application early does not necessarily guarantee acceptance. You will be notified of the status of your acceptance within 10 business days of our application receipt. If your application is not accepted, your exhibitor fee will be returned.

AUCTION

The Friends of Retzer Nature Center will hold a fundraising silent auction during the day. Exhibitors who donate a sample of their work to the auction will receive good publicity coverage at the auction. Please indicate on your application if you would be willing to donate an item.

ADDITIONAL INFORMATION

1. If this is your first time visiting Retzer Nature Center, it is good to map out your route beforehand and note that sometimes, various electronic GPS mapping apps have sent people east on Madison St. INTO the city, rather than away from the city. You should be heading west on Madison Street if coming in from Meadowbrook Road (Cty. Rd. TT). Once applications are approved, all vendors will receive a map and directions to the Nature Center.
2. Vendors should either pack their own lunch/beverages, or plan to have a second person in attendance with them to watch their booth for restroom or food breaks. Another option would be to work with the vendor next to them to watch each other's spaces in order to get food/beverages from the on-site vendors or visit the Apple Market. There will not be Retzer staff or a volunteer available to make food runs or watch booths while vendors step away for any reason.

APPLICATION
RETZER NATURE CENTER
ARTS AND CRAFT FAIR / APPLE HARVEST FESTIVAL
Saturday, September 21, 2019

PLEASE PRINT: Name: _____
 Business Name: _____
 Address: _____
 _____ Zip: _____
 Phone Numbers: Home: _____ Business: _____
 E-mail: _____
 Type of art or craft: _____
 Demonstration? Yes _____ No _____ Website: _____

ARTS & CRAFTS VENDOR ORDER	
\$75.00 exhibitor fee.	\$
Table Rental: _____ # of Tables(s) x \$10.00 each	\$
Chair Rental: _____ # of Chair(s) x \$5.00 each	\$
TOTAL BALANCE DUE	\$

_____ I will donate an item for the auction.
 (Describe item) _____ Value: _____

Please give us a description of your work and/or your background as an artist/craftsman for publicity.
 (Please use the back of this application):

My art/craft meets the following criteria (minimum of 2):

- _____ 1. Nature/wildlife-related theme
- _____ 2. Uses natural materials
- _____ 3. Artwork or craft utilizes "upcycled" or "repurposed" materials (ex: sweater mittens).

- 1. I understand that my booth may be on pavement or grass, at the Nature Center's discretion.
- 2. I agree to have my booth open during the entire exhibit time of 9 a.m.- 4 p.m. (no early departure)
- 3. I understand that rain and wind protection for my booth is my own responsibility.
- 4. I will defend, indemnify and hold harmless Waukesha County and all of its officials, officers, employees, departments and boards from and against all liability and all claims, demands, judgments, costs and expenses, including attorney fees, due to death injury and damage that is related to or arises from the activity described above. It is understood that this Agreement is intended to be as broad and inclusive as possible in order to afford Waukesha County complete protection from any type of loss that is related to or arises from the activity.

Signature _____ Date _____

Return application with exhibitor fee & photos to:
 Retzer Nature Center
 S14W28167 Madison Street
 Waukesha, WI 53188
 Phone: (262) 896-8007
 E-mail: retzer@waukeshacounty.gov