



# 2024 Waunafest Arts and Craft Fair Information

This year's show will be held on Saturday, July 27, 2024 from 9 a.m. – 3 p.m. at Centennial Park, 901 South Holiday Drive, Waunakee, Wisconsin 53597. If you have questions concerning the Art Fair after reading the FAQs, feel free to contact one of the Art Fair Coordinators at [ccosgriff@waupl.org](mailto:ccosgriff@waupl.org) or [michm200@gmail.com](mailto:michm200@gmail.com).

## **Q: How do I apply?**

A: Complete and send the following:

- Application
- Registration Fee

Mail to Waunafest Art & Craft Fair, Attn:  
Waunakee Lions Club, PO Box 54, Waunakee, WI 53597

After your application has been processed, you will be emailed a registration acknowledgement. Your cancelled check will be your guarantee of acceptance.

## **Q: What is the cost?**

A: The cost is \$55 per booth. Booth fee is due by Saturday, July 6th to secure your spot. Postdated checks will not be accepted. Application will not be processed until full payment is received.

## **Q: How large are the booths?**

A: Booths are 12' x 12'

## **Q: Do I need to provide my own tables and tent?**

A: All vendors are responsible for providing their own equipment during the Art and Craft Fair.

## **Q: Is this a juried show?**

A: No. While the Art Show Coordinators ask for proof of originality, the show does not have a formal jury.

## **Q: When will I know my booth number and when can I set up?**

A: Booth numbers will not be available until registration on Saturday, July 27. Set-up time starts at 5:30 a.m. on Saturday, July 27. You need to be set up by 9 a.m. After you check in and receive your booth number at the registration table, which will be visible from Holiday Drive as you enter the Park, you may set up your booth. Your fee must be paid and the Seller Information form MUST be submitted prior to setting up your booth.

## **Q: Am I guaranteed the same booth I had last year or my requested booth?**

A: No. We cannot guarantee your same space as in the previous year, but will do our best to accommodate your request. If we are unable to assign your first or second choice, we will try to assign you a booth near your requested area. We reserve the right to move your booth assignment outside your preferred area for safety reasons to accommodate your requests to use special equipment (such as generators). Booth requests are not guarantees.

**Q: Do you want to be included in the Waunakee Tribune Special Waunafest edition?**

A: If the answer is Yes, application and registration fee must be received by June 15, 2024 . Information provided the Tribune is your name, product sold, city and state. It is an excellent promotion of your merchandise.

**Q: If I have registered and am later unable to attend, can I receive a refund of my registration fee?**

A: All refund requests must be submitted in writing (email or mailed) to the Waunafest Art & Craft Fair at least three weeks before the event (postmarked PO Box 54, Waunakee, WI 53597 or emailed to ccosgriff@waupl.org). Refunds will not be given for adverse weather or after July 6, 2024.

**Q: Where can I drop off my merchandise?**

A: After registering at the registration table, you are able to drive to your booth location. After unloading your merchandise, you will need to find off-street parking. There is no available parking on the craft fair grounds.

**Q: Will there be people to help me unload/load my merchandise?**

A: No. While an effort may be made to secure volunteers to help vendors, the Waunakee Lions Club and the Waunafest Art and Crafts Fair do not guarantee help for loading and unloading. Be sure to bring a dolly.

**Q: What happens if it rains?**

A: This is a Saturday-only show, which will be held rain or shine. There are no refunds due to adverse weather.

**Q: Does the Waunakee Lions offer refreshments to vendors?**

A: No. The Waunakee Lions Club does not offer free refreshments to vendors such as coffee, donuts or water. They offer the vendors an opportunity to purchase food along with a selection of beverages.

**Q: If I need to use the restroom or leave my booth, will there be someone there to watch it for me?**

A: The Waunakee Lions Club does not provide a booth sitting service. Restrooms are located close to the fair grounds.

**Q: Where will the Art Show Coordinators be during the show if I have a question?**

A: The Art Show Coordinators will be on the Waunafest fair grounds during the hours of the art fair and circulating regularly through the art show area. In the event you need to reach the Art Show Coordinators during the show, a mobile phone number will be provided at check in time.

**Q: May I sell commercial products?**

A: No. Commercial products are not authorized. Only original handmade goods may be sold at the art show. All decisions about originality will be made by the Art Show Coordinators and are final. If it is determined that the merchandise is not created by the vendor, you will not be allowed to set up and your registration fee will not be returned.

**Q: May I sell food products?**

A: Yes, the product you sell must be homemade, and all food items must be approved by the Art Show Coordinators prior to the show. The Waunafest Art and Craft Fair Coordinators reserve the right to deny/restrict the selling of any food product for any reason by any art show vendor at any time.

**Q: May I provide services?**

A: The sale of services such as face painting, tattooing (temporary or permanent), massage, etc. is not an authorized aspect of the Waunafest Art and Crafts Fair. Any vendor selling services without the prior approval of the Art Show Coordinator will be asked to discontinue the sale of said service or asked to leave the show without a refund.

The Waunakee Lions Club reserves the right to refuse entry of any vendor to the show for any reason at any time. The Waunakee Lions Club also reserves the right to ask any vendor to leave the show who violate the spirit of the fair and are asked to leave (for selling commercial products, unauthorized food products, unauthorized services, moving their booth without prior approval, etc. and will be ineligible for a refund of their booth fee and will not be allowed entry into the next year's fair.