

# ARTIST APPLICATION 2024 BAYFIELD FESTIVAL OF ARTS

SEP. 7-8, 2024 • BAYFIELD, WI • BAYFIELD.ORG  
SATURDAY • 10AM TO 5PM • SUNDAY • 10AM TO 4PM

**PLEASE MAKE CHECKS PAYABLE TO: BAYFIELD CHAMBER AND VISITOR BUREAU**  
**MAIL CHECKS TO: BAYFIELD CHAMBER AND VISITOR BUREAU, PO BOX 138, BAYFIELD WI, 54814**

## PART A: CONTACT INFORMATION

VENDOR NAME: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

BUSINESS PHONE: (        )                      CELL PHONE: (        )

EMAIL: \_\_\_\_\_ WEBSITE/SOCIAL MEDIA: \_\_\_\_\_

## PART B: WISCONSIN SELLERS PERMIT

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
- 2 - Multi-level marketing company pays sales tax
- 3 - Nonprofit occasional sales exemption
- 4 - Exempt occasional sales

Wisconsin Seller's Permit Number (15 digits starting with 456)		SSN (last 4 digits)	FEIN (last 4 digits)	Exemption Code
456-                      -				
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)	

OR  I HAVE APPLIED FOR PERMIT BUT HAVE NOT RECEIVED MY NUMBER YET

## PART C: PROOF OF INSURANCE

To hold a valid Apple Festival vendor permit, all vendors are required to provide proof of current and valid liability insurance, using an Acord 25 form, providing minimum limits of One Million Dollars (\$1,000,000.00) per occurrence for bodily injury and minimum limits of One Million Dollars (\$1,000,000.00) per occurrence for property damage. The Bayfield Chamber of Commerce & Visitor Bureau must be shown on the proof of coverage as included as an Additional Insured with respect to General Liability under this policy. Proof of insurance must be submitted to the Bayfield Chamber & Visitor Bureau by no later than September 1 before the Festival. The Business name from your application must be on the insurance certificate and the dates of the 2024 Apple Festival must be covered, (October 3 – 6th).

*Vendors without insurance may wish to research Veracity Insurance (<https://www.veracityinsurance.com/>) or call (844) 520-6991 or Artists, Craftman and Traders insurance at [www.actinsurance.com](http://www.actinsurance.com).*

## PART D: 2024 VENDOR TIMELINE

APRIL	JUNE 1	JULY 15	AUG. 1	SEPT. 6	SEPT. 7-8
APPLICATIONS OPEN	JURY AND ACCEPTANCE STARTS	DEADLINE FOR ENTRY	PAYMENT AND INSURANCE DUE	VENDOR SET-UP	FESTIVAL OF ARTS



# ARTIST APPLICATION 2024 BAYFIELD FESTIVAL OF ARTS

(CONTINUED)

## PART E: FEES

### BOOTH FEES:

<input type="radio"/> SINGLE BOOTH (10' X 10') • \$150 X _____ NUMBER OF BOOTHS =	\$
<input type="radio"/> DOUBLE BOOTH (10' X 20') • \$200 X _____ NUMBER OF BOOTHS =	\$
<input type="radio"/> BAYFIELD CHAMBER AND VISITOR BUREAU MEMBER DISCOUNT: -\$50	-\$

**GRAND TOTAL \$**

(ADD UP ALL FILLED BOXES)

PLEASE PROVIDE CHECK#:

**JURY FEE: \$25 — MUST BE PAID SEPARATELY, PLEASE PROVIDE CHECK#:**

**\$ 25.00**

## PART F: DESCRIPTION OF ITEMS TO BE SOLD

PLEASE CHECK ALL CATEGORIES THAT APPLY AND PROVIDE A DESCRIPTION (3 photos of product/s, 1 photo of booth)

**SEND IMAGES TO CAROL@BAYFIELD.ORG** (ONE FEE FOR ALL CATEGORIES) MASS PRODUCED OR IMPORTED PRODUCTS ARE NOT ALLOWED.

LAKE SUPERIOR SOURCED (SEA GLASS, BASALT, CLAY, PRINTED OR PHOTO IMAGES)

- |                                       |                                   |   |  |                                   |
|---------------------------------------|-----------------------------------|---|--|-----------------------------------|
| <input type="radio"/> DRAWING/PASTELS | <input type="radio"/> PRINTMAKING | <input type="radio"/> MIXED MEDIA                                       | <input type="radio"/> PAINTING             | <input type="radio"/> PHOTOGRAPHY |
| <input type="radio"/> CERAMICS        | <input type="radio"/> JEWELRY     | <input type="radio"/> GLASS   | <input type="radio"/> CLOTHING/FASHION     |                                   |
| <input type="radio"/> WOOD            | <input type="radio"/> SCULPTURE   | <input type="radio"/> TEXTILES/LEATHER<br><small>(NON-WEARABLE)</small> | <input type="radio"/> SOAPS/OILS/COSMETICS |                                   |

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.

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## PART G: SIGNATURE

I, the undersigned, accept the rules, requirements and procedures outlined above and understand that failure to follow these regulations may result in expulsion from this year's festival. I agree to release and hold harmless the Bayfield Chamber & Visitor Bureau, board of directors, volunteers and representatives from any liability for damage, theft, or loss.

**VENDOR SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

\*PLEASE INITIAL THAT YOU HAVE READ THE FESTIVAL POLICIES AND RULES EITHER ON OUR WEBSITE OR ENCLOSED IN THIS PACKET. INITIAL \_\_\_\_\_

**ATTACHMENT CHECKLIST:**     PROOF OF INSURANCE     3 PHOTOS OF PRODUCTS     1 PHOTO OF BOOTH SET UP

**MAIL CHECKS TO:**  
BAYFIELD CHAMBER & VISITOR BUREAU  
PO BOX 138 • BAYFIELD, WI 54814

**QUESTIONS? CONTACT:**  
CAROL FAHRENKROG, EXECUTIVE DIRECTOR  
CAROL@BAYFIELD.ORG  
715-779-3335



BAYFIELD  
*and the apostle islands*

# Bayfield Festival of Arts September, 7 & 8, 2024

Contact: Bayfield Chamber and Visitor Bureau  
42 South Broad Street  
PO Box 138  
Bayfield, WI 54814

Welcome to the Bayfield Festival of Arts. Artists from throughout the Midwest will gather for Bayfield's 61st annual Festival of Arts. This juried arts & crafts show is held in Memorial Park on the scenic shores of Lake Superior in downtown Bayfield. Events will include fine art vendors, local gallery tours and demonstrations. This is a juried art show.

The Festival of Arts kicks off Art Escape, a nine-day celebration of "all things art" across Bayfield County and Madeline Island. Find out more about Art Escape on Bayfield.org.

**IN HONOR OF LAKE SUPERIOR**, Bayfield Festival of Arts will highlight the artists who incorporate materials that are sourced directly from the Big Lake. Those artists will be given a badge that says Lake Superior Sourced to display on their booth and will also be mentioned in the festival directory. Examples of materials that are Lake Superior Sourced include Lake Superior agates, sea glass or basalt set in jewelry, painted or photographic images of Lake Superior, and ceramics built with local clay.

Please read the following procedures and initial each part of this document to be accepted into the Festival of Arts.

## General Festival Information:

- Festival Hours: Saturday, 10:00 a.m. – 5:00 p.m., Sunday, 10:00 a.m. – 4:00 p.m.
- This is an outdoor event and the festival goes on rain or shine with no rain dates.
- Vendors must be 18 years or older to participate.
- Attendance: Approximately 3,000 people attend throughout the two-day event.
- Bayfield Chamber staff highly encourages vendors to find lodging as soon as possible. Lodging availability can be found on our website at bayfield.org
- The Bayfield Police Department will be present throughout the festival weekend. Bayfield Chamber and Visitor Bureau are not responsible for any items lost or damaged.

INITIAL \_\_\_\_\_

## Vendor Code of Conduct:

- Abusive language directed at staff or fellow vendors will result in immediate expulsion from the festival.
- If there are problems with another vendor, contact Bayfield Chamber staff immediately.

- No hawking (loudly encouraging sales of your products outside your booth) is allowed. There are no exceptions to this rule. Please stay in your booth.
- Vendors must be present during festival hours.

INITIAL \_\_\_\_\_

### Check-In:

- Thursday, 2:00 – 8:00 p.m. Check-in on the street during these times.
- Your booth packet containing booth number, instructions, and any additional information will be provided at check-in.
- When unloading merchandise from your trailer during set-up, we ask that you unload quickly & move your vehicle. Set up is a busy time for everyone.

INITIAL \_\_\_\_\_

### Booth Spaces:

- Festival of Arts Booth Permits must be clearly posted on all booths at all times. This is for your safety in case of an incident.
- Weather: This is an outdoor festival, and the festival goes on rain or shine with no rain dates. (no refunds) Watch the weather and be aware of possible winds/storms. Have a plan for keeping your merchandise dry and safe. Wind and Rain can be an issue, bring weights, no tiedowns are allowed.
- The Bayfield Chamber & Visitor Bureau, reserves the right to accept or reject any booth or merchandise. Foul or inappropriate language, nude, erotic, political statements, graphic and/or violent images will NOT be considered for Festival of Arts. All items must show good taste and be family-appropriate. No illegal merchandise is allowed.
- Vendors are permitted to sell only the items that are submitted on their application and accepted by the chamber staff.
- No booths may be sublet to anyone. Vendors must be present and showcase the work or wares which were accepted on the application.
- Vendors must provide their own display materials and make accommodations in case of inclement weather.
- Returning vendors may request the space they had last year and will be assigned a space as close to their previous space as possible. We encourage you to apply as soon as possible if you have a space request.
- No generators or music are allowed in your booth unless approved by Chamber Staff.
- No pets, alcohol, smoking or intoxicants are allowed in your booth during festival hours.
- Electrical outlets will not be provided.

INITIAL \_\_\_\_\_

## Jury Procedure/Fees

- Jury fee: \$25/Booth must be paid by
- All items sold and displayed must be approved by the Chamber Staff.
- Items presented for sale that have not been submitted and approved may be removed at the discretion of Chamber staff.
- Applicants will be judged on three criteria: impact, creativity, and marketability.
- **To qualify for the member booth discount**, you must be a member in good standing and have been a full paying member of the Bayfield Chamber & Visitor Bureau for the previous year AND the business must be located in Ashland or Bayfield Counties.
- All applicants, including returning vendors, are required to submit four photos by email for jurying each category checked on the application. Please include three photos of the products to be sold and one photo of the booth/display. (to [CAROL@BAYFIELD.ORG](mailto:CAROL@BAYFIELD.ORG) or BAYFIELD CHAMBER & VISITOR BUREAU PO BOX 138 BAYFIELD, WI 54814) Failure to provide photos will slow down your acceptance process.
- Under Categories: Check all that apply – this better helps us with booth assignments to ensure there is not an overlap in inventory and products.

INITIAL \_\_\_\_\_

## Payments:

- **Payments need to be made via check only, no credit cards or online transactions will be accepted.**
- **Submit 2 checks:** 1 for your jury fee and 1 for your booth fee.
- If fees are not paid in full by August 1, your booth is no longer reserved and may be given to another vendor.
- Post-dated checks will not be accepted
- **No refunds** – You will not be given a refund for canceling, no exceptions

INITIAL \_\_\_\_\_

## Confirmation:

- You will be notified that you have been accepted to participate in the Festival of Arts by email. Send a Self-Addressed Stamped Envelope if you would like a written acceptance notice.
- Vendors will be assigned spaces based on type of product sold and space availability.
- Cancellations: Your canceled check is your receipt. An accepted application is a commitment to participate in the event and no refunds will be issued for any reason.

INITIAL \_\_\_\_\_

## Setup/Tear Down:

- Booth Setup will take place between 2:00 p.m. and 8:00 p.m. on Friday or no later than 9:00 a.m. Saturday morning.
- Dismantling and packing of booth will take place after 4:00 p.m. on Sunday.
- When unloading merchandise from your trailer during set-up, we ask that you unload quickly & move your vehicle. Set up is a busy time for everyone.
- The festival is set up in Memorial Park and the ground may not be level. Be prepared to compensate regarding displays and items.
- If you have issues during set up, watch for Chamber staff on the grounds. They will be able to answer many questions or get in touch with the Chamber Office.
- If you are not in your booth by 10:00 a.m. on Saturday (opening day) and have not contacted our office at (715) 779-3335 to notify us of problems or an emergency, you will be considered a "No show" and will not be given a refund or invited back to the festival.

INITIAL \_\_\_\_\_

## Permits:

- To participate in the Festival of Arts you must have a valid WI Seller's Permit. Your permit number must be submitted to the Bayfield Chamber & Visitor Bureau by September 1. Permit numbers not submitted by this date will result in forfeiture of your application and booth payments.
- You must have a valid Wisconsin Sales Tax permit. You must fill out Part C – Vendor Information form on the application before you are accepted to Festival of Arts.
- **To receive your Wisconsin seller's permit, contact:** the Wisconsin Department of Revenue P.O. Box 892 Madison, WI 53708-8902 (608) 266-2776 Link: <https://www.revenue.wi.gov/Pages/FAQS/pcs-seller.aspx>
- Vendors are responsible for collecting & paying state/county sales tax at 5.5% to the City of Bayfield.
- All vendors are responsible for obtaining proper insurance and protection within your rented area.

INITIAL \_\_\_\_\_

## Insurance:

- To hold a valid Festival of Arts vendor permit, all vendors are required to provide proof of current and valid liability insurance using an Acord 25 form, providing minimum limits of One Million Dollars (\$1,000,000.00) per occurrence for bodily injury and minimum limits of One Million Dollars (\$1,000,000.00) per occurrence for property damage. Vendors without insurance may wish to research Veracity Insurance (844) 520-6991 or go to [www.actinsurance.com](http://www.actinsurance.com)
- You must have your own liability insurance. A copy of your insurance must be received by our office no later than September 1 before the festival. If you do not have insurance, many vendors are able to obtain a reasonably priced policy from [www.actinspro.com](http://www.actinspro.com)

- The Business name from your application must be on the insurance certificate and the dates of the 2024 Festival of Arts must be covered (Sept. 6-8)

INITIAL \_\_\_\_\_

### **Parking:**

- Parking for set up (2:00 p.m.-8:00 p.m. Friday) and tear down (Sunday after 4:00 p.m.) will be provided next to Memorial Park on a first-come-first-served basis.
- Parking is available on city streets and in paid city lots over the weekend. Please see the city parking map included in your welcome packet.

INITIAL \_\_\_\_\_