12th Annual Richfield
Art at the Mill
Art and Fine Craft Fair
July 25, 2020 – 10 am-4 pm
Richfield Historical Park
4399 Pleasant Hill Road
Richfield, WI – Washington County
Sponsored by: Richfield Historical Society

Artist Guidelines
This event is held in the Richfield Nature/Historic Park, a sensational wooded backdrop with many historic buildings including the renovated Messer/Mayer Grist Mill. This is the 12th year for this event.

Artists Amenities:
- Easy access for setup
- Sufficient space between booths
- Free coffee and pastries during setup
- Booth reliever (typically mid-day)
- Fliers for advertising
- Tickets for free historic buildings tour

Guidelines and Requirements:
- Application Fees and Deadlines
  - Booth Fee for applications received before or on April 1, 2020 -- $55
  - Booth Fee for applications received from April 2, 2020 through July 1, 2020 -- $65
  - Jury Fee (nonrefundable): $10 (Jury Fee is waived for previous exhibitors at this event)
  - Artists whose applications are received after June 20, 2020, will not be included in the Art Fair handout
  - No applications will be accepted after July 1, 2020
- Booth Information:
  - Artists supply their own booth/tent (10 ft x 10 ft), tables and chairs – the fair goes on rain or shine
  - Due to limited volunteers, we are unable to provide help with setup/take down of booths
  - Setup must be completed by 10 am and remain in place until 4 pm
    - When setting up, be sure to unload your booth and supplies. Then, immediately move your vehicle to the parking area before setting up. This will alleviate congestion and blocked vehicles.
    - At 4 pm, vehicles can be moved from the parking area to your booth. This must not be done prior to the 4 pm closing time.
  - If necessary, make sure you have the required insurance/license to sell your products
- Art Work Requirements:
  - All work must be original, handcrafted and created by the artists themselves
  - Kits, imports and mass produced items will not be accepted
  - Items to be sold CANNOT include copyright or commercial designs (For example: sports and/or college logos, cartoon characters or logos, action-hero characters or logos, etc.)
  - Any artist whose work is found to be inconsistent with submitted photos will be asked to leave the fair
  - Limited edition prints of less than 1,000 copies of an artist’s original works are acceptable
- General Information
  - All of the above requirements will be strictly enforced
  - FYI – Sales Tax for Washington County is 5.6%
  - Any artist under the age of 18 must be accompanied by an adult.

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Artist Application Process

Follow These Steps:

1. **Mail Application Form plus $10 Jury Fee (Jury Fee is waived for returning artists) and applicable Booth Fee based on application date*. Separate checks for Jury Fee and Booth Fee. Booth Fee will be returned if your art is not accepted.**
   - *Booth Fees:  Now through April 1, 2020 -- $55; April 2, 2020 through July 1, 2020 -- $65

2. **Mail four (4) photos:** 3 photos per medium that are labeled with Artist’s Name and Category and 1 photo of your booth. Returning artists need not submit photos unless there is a change in your media.

   *Note: Please include a self-addressed envelope with sufficient postage attached if you wish the photos to be returned.*

Mail to the address below:

Richfield Historical Society, PO Box 268, Richfield, WI 53076

OR

Digital Photo Submission to: artfairrhs@gmail.com

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**Cancellation Policy**

If you have to cancel:

- Before April 1, 2020, the full amount of the booth fee will be refunded.
- Between April 1, 2020, and June 1, 2020, half of the booth fee will be refunded.
- After June 1, 2020, booth fee will not be refunded (no exceptions.)

Application Form on Page 3
Richfield Art at the Mill – July 25, 2020
Artist Application Form

Please print clearly

Name__________________________________________________________

Business__________________________________________________________

Mailing Address_____________________________________________________

City, State, Zip_____________________________________________________

Home Phone _______________________________ Mobile Phone _______________________

E-Mail________________________________________________ Website_____________________

Media* (If checking more than one category, indicate percentage of each):

☐ Painting/Drawing____% ☐ Glass____% ☐ Wood____% ☐ Jewelry____% ☐ Metal____%

☐ Clay/Pottery/Ceramics____% ☐ Printmaking____% ☐ Photography____% ☐ Fiber/Textiles____%

☐ Other (Describe)_______________________________________________ _____%

*Some categories will be limited to assure a balanced mix of media.

Brief Description of Your Work (20 words or less): ____________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

Comments:______________________________________________________________________________

____________________________________________________________________________________

☐ Please check to give permission to place your information in the Art Fair handout (Name, Phone, E-mail, Website, and Media.)

☐ Please check if you will supply a piece of your art for the Silent Auction. Your donation is greatly appreciated.

☐ Please check if you would distribute fliers at fairs in which you exhibit. Number needed: _________

☐ Check if you would like an e-flier to distribute to your database.

☐ Please check if you wish to be assigned the same booth as you had in 2019. If you remember your booth number, please indicate:  Booth No: ___________

_I have read and agree to the requirements outlined in the Guidelines. My signature confirms that all items sold at this event will be personally hand-crafted by me._

Signature: ___________________________ Date: ___________

Make Booth Fee & Jury Fee Checks (No Jury fee for returning Artists) Payable and Mail to:
Richfield Historical Society, PO Box 268, Richfield, WI 53076

Thank you for Applying to Exhibit at Richfield Art at the Mill
richfieldhistoricalsociety.org