

*Warrens Cranberry Festival*  
PO Box 146  
Warrens, WI 54666  
[www.cranfest.com](http://www.cranfest.com) ~ [cranfest@cranfest.com](mailto:cranfest@cranfest.com)  
608-378-4200



**Flea Market Application**  
**September 27-29, 2024**

Warrens Cranberry Festival, Inc. invites you to submit your entry application to its 51<sup>st</sup> annual festival.

Attendance ranges from 130,000 to 150,000 with attendance from all over the country.

Our show is one of the most anticipated and largest events in the Midwest. This juried show attracts artists from across the U.S. We have 800 booth spaces available in the art/craft section, 350 Flea Market, 100 Farm Market and 100 Food booths. The art and craft show has been listed as a top quality, juried exhibition of arts and crafts. The festival has been in the top 100 Classic and Contemporary Craft shows in Sunshine Artist Magazine and remains free to the public.

**September 27-29, 2024** (Rain or Shine! No rain date)

**7:00 AM – 5:00 PM – ALL THREE DAYS - THE REGISTERED VENDOR MUST BE OPEN AND STAFFED DURING THESE HOURS.** Vendors are welcome to stay open beyond 5:00 pm or until crowd disperses. Streets will not be opened until deemed safe by authorities.

**WARRENS, WISCONSIN** 8 miles north of Tomah take I-94 to Warrens Exit #135

**Booth Spaces:**

- \$15.00 a foot frontage length of selling space until July 1 deadline, then the fee will increase. Please see 2024 Vendor Calendar.
- Most spaces have a minimum depth of 20' (8' for vehicle and 10' for canopy). Vehicles parked in your rented space will not be able to get out nightly and will need to park in vendor parking area in the red balloon lot.
- Vehicles Park bumper to bumper and back-to-back, allow room for your bumper and trailer hitch to park when ordering space.
- Trailers including the tongue and awning must fit in your space-no exceptions. Please purchase the proper size.
- You are required to stay entirely within your rented booth space. Booths include a space only. We do not provide display or set-up equipment, such as tables, chairs, or tents. Any color tents are acceptable. No awnings or tie down ropes beyond rented space.
- You must stay for all three days. If you leave/pack early, you will not be invited back! This will be enforced. You must stay open until 5pm all three days. Booths cannot open late or close early at any time.
- **NOTE** – We have over 32,000 followers on Facebook so if you would like to possibly be mentioned on our Facebook page, please send a story about yourself, how you got started, any awards etc. You can send this information with your application or email to [cranfest@cranfest.com](mailto:cranfest@cranfest.com). We will take stories until Aug 1, 2024, to share.

Page 1

### Insurance:

- You are responsible for your own liability insurance within your rented area.
- A Certificate of insurance which provides proof of general business liability insurance in minimal amount of \$1,000,000 is required by all vendors accepted in the show by September 1<sup>st</sup>.
- Your name on your application must be on this certificate and the dates of the 2024 Festival must be covered.
- You MUST list the Warrens Cranberry Festival as additional insured.
- Security is provided during the event and overnight, however Warrens Cranberry Festival is not responsible for any items lost-stolen or damaged.
- A current copy must be faxed/mailed, listing *Warrens Cranberry Festival Inc.* as (additional insured) to 402 Pine St, PO Box 146, Warrens WI 54666 or faxed to 608-378-4250. You can also e-mail to [cranfest@cranfest.com](mailto:cranfest@cranfest.com).
- If you are a new vendor, you may wait until acceptance to acquire insurance.
- An insurance company used by many vendors is *Veracity Insurance (844) 520-6991* or go to [www.actinsurance.com](http://www.actinsurance.com)

### Electricity/Power:

- No Gas Generators are allowed during show hours. Generators will be allowed before 7am and after 6pm
- Warrens Cranberry Festival does not provide electricity.

### Weather:

This is an outdoor show and subject to the elements.

### Sales Tax:

- All vendor applications must include a copy of your current Wisconsin Sellers Permit Number. The permit number will begin with a 456 sales tax or 600 business reporting tax.
- Vendors are responsible for collecting & paying state/county sales tax at 5.5% (Monroe County).
- Each vendor is responsible for their own applicable sales tax according to state and federal laws.
- Contact the *Wisconsin Department of Revenue* office with questions or to obtain a permit at 1-608-266-2776.
- **You must fill out Part C – Vendor Information form on page 3 before you are accepted to the show.**

### Confirmation:

- We reserve the right to accept or reject any booth or merchandise.
- **All items** sold and displayed must be juried and approved.
- **All items** must show good taste and be family appropriate. No illegal merchandise is allowed. No political merchandise allowed.
- You will be notified that you have been accepted to participate in our show by email. Send a Self-Addressed Stamped Envelope if you would like a written acceptance notice and your pictures returned.
- Booths that were with us in 2023 have first chance at reserving your same booth for 2024- **WE WILL HOLD ONLY UNTIL July 1, 2024!**
- Your cancelled check is your receipt. An accepted application is a commitment to participate in the event and there are NO Refunds on cancellations for any reason.

Make check payable to: Warrens Cranberry Festival

Mail to: Warrens Cranberry Festival, Inc-Vendor Application Flea/Antique, P.O. 146, Warrens, WI 54666

**2024 Vendor Calendar:**

**January 13, 2024: Applications open** You must pay all your fees when applying. We will not accept post-dated checks. Checks will not be cashed until accepted.

**July 1, 2024: Application deadline \$15.00 a frontage foot.** -Returning artists to secure previous space from 2023 the application must be postmarked by July 1, 2024. Booth will be reassigned after this time to new applicants applying to the event.

**July 2<sup>nd</sup> to September 27, 2024: \$20.00 a frontage foot**

**September 1<sup>st</sup>, 2024 - Final paperwork will be sent.**

**September 20 – September 27**

Applications will need to be completed and brought to the festival office with (Money order or cash) payment or come to the Vendor Information booth with completed application and (Money order or cash-no checks will be accepted). We will not assign any booth placement unless the conditions above are met.

**Set-up dates:** September 20-26, 2024

**2024 Festival dates:** September 27-29

Applications accepted until filled

**Part C: Vendor Information**

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

3 - Nonprofit occasional sales exemption

2 - Multi-level marketing company pays sales tax

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)	

**NEW:** Part C needs to be included with your application and filled out completely to participate in the show. This is a new requirement from the Wisconsin Department of Revenue. We thank you for your participation. Please print so it is readable.

**FLEA MARKET APPLICATION-2024**

Make check payable to Warrens Cranberry Festival

Mail to: **Warrens Cranberry Festival, Inc**

**Vendor Application-Flea Market**

**P.O. 146, Warrens, WI 54666**

Deadline for returning vendors to hold previous space is 1-July 2024 - booth will be reassigned after this time.

Applications accepted until filled

**Please print**

Name: \_\_\_\_\_

Business Name & phone number: \_\_\_\_\_

Street, Route, Box \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell phone \_\_\_\_\_ Emergency # \_\_\_\_\_

Email: \_\_\_\_\_

Website \_\_\_\_\_

Wisconsin Sellers Permit/or reporting Number # (required) Begins with 456 or 600

*I do not need a copy if you provide the number in the space above*

I would like same area as 2023: \_\_\_\_\_

How many years have you been an artist at the festival? \_\_\_\_\_

**Deadline – July 1**

Flea @ \$15.00 per foot Fee: \_\_\_\_\_

**July 2 to September 27**

Flea @ \$20.00 per foot Fee: \_\_\_\_\_

**Total check enclosed:** \_\_\_\_\_

**Note: Rented space is for selling only.** If you plan on using your camper/vehicle in your space it must be in the back and all corners must be covered with your product to keep from diversion of customer traffic. **Do not purchase footage just for your vehicle/camper. You will be asked to remove these from the show.**

Acceptance letters will be sent to your email address. If you do not have an email address, please send a self-addressed stamped envelope for acceptance notification.

Applications cannot be processed without an overall photo of your booth and three other pictures of items. The photos you send are the main criteria the jury uses to select vendors. If you have a Facebook page or website, photos are not required.

\*Camping is allowed in your space in the back of booth only. Do you sleep in a vehicle or camp in your rented space? **Yes or No (circle one)**

\*Do you use a gas generator for sleeping after show hours? **Yes or No (circle one)**



**Check List:**

**Warrens Cranberry Festival Flea Market Application  
2024**

Enclosed Copy of Wisconsin Sellers Permit Number \_\_\_\_\_  
Enclosed Photos with Self Addressed Stamped Envelope. \_\_\_\_\_  
IF you have website pictures are not required \_\_\_\_\_  
Enclosed Insurance Rider \_\_\_\_\_  
Part C: Vendor Information \_\_\_\_\_

Type of Booth: Please explain type of merchandise sold. Check all that apply:  
Flea Market Items \_\_\_\_\_ Flea Market Crafts \_\_\_\_\_ Antiques \_\_\_\_\_

(Please list your items for our database; this makes it easier if someone tries to locate you after our show.

Please continue with another piece of paper if more room is needed. You will only be able to sell approved items. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Demonstrations: Demonstrations are encouraged to create an interactive learning experience.

The undersigned vendor waives all rights, without limit upon or liability for use of village owner's property and facilities and holds harmless the Village of Warrens, Warrens Cranberry Festival Inc, and the property owners. The undersigned agrees that Warrens Cranberry Festival may use any photos submitted for publicizing the event. The undersigned further agrees the failure to abide by the rules stated in this application can lead to immediate expulsion from the festival with no reimbursement or legal recourse.

I have read these rules and agree to the terms of this contract. (Must be signed or application will be returned)

Sign \_\_\_\_\_ Date \_\_\_\_\_

Please initial that you have read Page 1 \_\_\_\_\_ Page 2 \_\_\_\_\_ Page 3 \_\_\_\_\_ of this application.

Commercial demos and companies will need to fill out a different application form. Please contact the office extension 101.

**Information:** Cranfest Office: 608-378-4200 (extension 101) Monday – Friday  
Email: (Kim Schroeder) [cranfest@cranfest.com](mailto:cranfest@cranfest.com) or get information on the website [www.cranfest.com](http://www.cranfest.com)

