



Watertown Riverfest Inc.  
PO Box 431  
Watertown, WI 53094

January 2023

Dear Crafters:

The annual Watertown Riverfest Celebration will once again be held at Riverside Park on August 10-13, 2023. Our highly popular craft fair will be held on **Saturday, August 12th and Sunday, August 13th from 9:00 am - 5:00 pm.**

The entrance fee for the Craft Fair is \$150 per **12' x 12'** booth space (**no one will be permitted to go two tents deep on one space. If you need more space, purchase a second space**), as in years past. Payment can be made by check or money order, made payable to Watertown Riverfest Inc. Payment is due at the time of application submission.

If interested, booth preferences may be submitted. A map of the island is attached for your convenience. This can also be found on the Watertown Riverfest website, [watertownriverfest.com](http://watertownriverfest.com). Unfortunately, due to the large volume of requests received, the committee cannot guarantee booth choices or the same spot you have had in previous years, but will be considered on a first come, first serve basis and as able. Booth assignments are final. Electricity is NOT available on any sites, so be sure to bring a source of power if required.

This craft fair is juried, which means that the committee takes each request into consideration. This event sells out quickly each year, so don't miss this opportunity. **Checks clearing your bank will be proof of your acceptance. A confirmation mailing will not be mailed to you.** Please expect to receive an e-mail in the month prior to the Fair with final instructions and information.

Please include the following with your application:

- **Completed Registration Form**
- **Signed and dated Liability Waiver Form (\*NEW\*)**
- **Completed WI Dept. of Revenue Vendor Form**
- **Check made payable to Watertown Riverfest Inc.**
- **Pictures of a sampling of the crafted items that you will be selling.** Electronic images of your items are preferred, please email them to [wttntriverfest@gmail.com](mailto:wttntriverfest@gmail.com) with "APPLICATION IMAGES" as the subject line. Please also indicate that this has been done on your application form.

The following is a timeline of important dates for your calendar:

- **May 1** - Registration deadline (or until filled). *Initial jurying will be conducted at this time. Applications will be juried and processed in the order received, however, so do not wait to get yours submitted!*
- **July 17** - Booth assignments to be e-mailed to you
  - If you do not receive your booth assignments by August 3, 2023, please contact us at [wttntriverfest@gmail.com](mailto:wttntriverfest@gmail.com).
- **August 12-13** - Riverfest Craft Fair

\*Denial letters will be mailed to any crafters with denied applications. Entrance fee payments will also be returned in this mailing.\*

#### Special Notes:

Due to limited space on the craft fair site, only one vehicle per booth is allowed. (If you have requested 2 booths, you will receive 2 parking passes.) We do have a limited number of additional parking spaces available for a fee of \$25. Please include the fee with your registration so that you receive the parking pass for the additional vehicle. For safety reasons we have designated times that any vehicles may enter or exit the island. **Once vehicles are on the island, they may not exit the island at any time except for the designated exit times.**

- **Saturday:** enter from 6AM to 8AM and exit from 5:30PM to 6:15PM
- **Sunday:** enter from 7AM to 8AM and exit from 6:00PM to 7:00PM

**As the festival will be in progress when you will be exiting the island in your vehicles both days, many police and security personnel are required to ensure the safety of everyone present. Due to the time constraints, they are under, the exiting times need to be adhered to very strictly. Please remember that neither pets nor overnight camping is allowed on the island or in the park.**

**All cars must be off of the island by 6:15PM Saturday and 7:00PM Sunday.**

Sincerely,

Sue Boulden,  
Watertown Riverfest Craft Fair chairperson