

## **Information for Richfield Art at the Mill**

### **June 18, 2022 ~ 10 am to 4 pm**

#### **Before you come to the fair:**

- Take a look at the Booth Assignment document and find your name, booth number, row letter and direction your booth will be facing.
- Then, look at the Booth Layout to get a general idea of where you are located.
- Please note that South is at the top of the layout and North is at the bottom. This was the best way to design the layout as you will be coming in from the North off Pleasant Hill Road.

**Set-up** time begins at 7:00 am on June 18 (show opens at 10 am)

***Note:** For those who do not need 3 hours to set up, please arrive later than 7 am so there is not so much congestion in the exhibiting area during setup. Thank You!*

**Entrance to Park:** Use the entrance to the **Richfield Historical Park at 4399 Pleasant Hill Road, Richfield, WI 53076** (see directions on page 2.) **DO NOT use the entrance off Hwy 164. If you use this entrance, you will encounter blocked roadways in the park and you may not be able to get to your booth.**

After entering the drive off Pleasant Hill Road (long gravel driveway), you will encounter a fork. Keep to the left. Curve to the right at the red shed. A volunteer will give you a packet and direct you to your assigned location.

**Setting Up/Parking:** Please unload your vehicle and move it to the parking area as quickly as possible. **Then, do your setup.** This will allow the roadways to be open for other exhibitors – much less congestion. You may have to wait to move your vehicle if the drive is blocked by others who are unloading. Please be patient. A volunteer will direct you to a parking spot. **Thank You!!**

- Booth Layout Map is **NOT TO SCALE**.
- There will be approximately 5 feet between each booth.
- There will be Row signs with the Row Letter.
- White lines will mark the two front corners of your booth location.
- A metal stake with the booth number will be in the **FRONT RIGHT** corner of the booth location as you are looking at your booth from the front. Please do not remove this stake.
- Requests for booth locations have been honored to the best of our ability. Returning exhibitors are assigned a similar location as they had in the past, if requested, but the booth number may not be the same.
- Exhibitors with the same media are separated as much as possible (i.e., two jewelry artisans will not be next to each other nor directly across from each other.)
- All booths are on the grass; nothing is on asphalt/concrete.
- Some exhibitors requested a shady location. We used to have quite a few shady spots, but the emerald ash borer eliminated many of them. A grey box with an X means the spot is not suitable for a booth.
- Parking:
  - Artists in Rows A through D will be in the lot on the north end of the park (you will pass that lot as you drive in from Pleasant Hill Road).
  - Artists in Rows E through I will be parking in the area south of the last row of booths.
  - Row J artists (Booths 78-89) and vendors (V1 – V6) can park behind their booths.

**Take Down Time** is 4 pm (Early take downs are NOT permitted). **You are NOT permitted to get your vehicle and drive it to your booth before 4 pm. This is absolutely NOT allowed.** There may still be visitors at the event during that time. Having cars parked near booths and exhibitors packing up presents a very poor impression.

**Packet Contents:** Be sure to look in your packet for your **Silent Auction Bid Sheet and the Discount Fee for Returning Exhibitor Form for 2023 plus the Art at the Mill Handout.** If you can get away, feel free to visit the historic buildings – no fees charged.

**Complimentary coffee and homemade pastries** will be available to exhibitors during setup time near the food tent until 10 am.

**Silent Auction:** By 10 am, please deliver your **Silent Auction item to the Silent Auction tent along with the Bid sheet which will be in your packet. Be sure to put your booth number on the bid sheet as well as a brief description of your item and an estimated value. (Thank You to those who very generously have agreed to donate a Silent Auction item.)**

#### **Miscellaneous Information:**

- **There will be no medical personnel on site. If you have a medical emergency, please call 911.**
- The exhibiting area will be sprayed for mosquitoes.
- Volunteers will be available between 11:30 & 1:30 to give you a short break if desired.
- We will have a weather radio on during the event. In the case of forecasted severe weather, you will be notified and the event could close early. Otherwise, the event goes on rain or shine. We always want to consider the safety of everyone present.

If you have any questions, please call or e-mail Lois: 262-628-2841 or [artfairrhs@gmail.com](mailto:artfairrhs@gmail.com). See you on June 18, 2022 -- hope for great weather! See below for Directions to the Richfield Historical Park, 4399 Pleasant Hill Rd., Richfield, WI 53076

#### **Thank You For Exhibiting at Art at the Mill**

**Below are basic directions to 4399 Pleasant Hill Road, Richfield, WI 53076**

**From the East:** Interstate 41 to Holy Hill Road (State Road 167 **West** exit). Navigate the roundabout to go west on Holy Hill Road (State Road 167) to State Road 164 (approximately 4 miles.) Navigate the roundabout to go north on Hwy 164. Proceed approximately 1 mile to Pleasant Hill Road. Turn right (east.) Turn right at the park entrance.

**From the North:** Go south on State Road 164 to Pleasant Hill Road. Turn left (east). Turn right at the park entrance.

**From the South:** Go north on State Road 164. Navigate the roundabout to go north on Hwy 164. Continue on Hwy 164 to Pleasant Hill Road (this is approximately 1 mile north of State Road 167). Turn right on Pleasant Hill Road. (east). Turn right at the park entrance.

**From the West:** Go east on State Road 167 to State Road 164. Navigate the roundabout to go north on Hwy 164. Proceed approximately 1 mile to Pleasant Hill Road. Turn right (east.) Turn right at the park entrance.