



CCSD Community Activities Program
Community Engagement Director
115 Milwaukee Road
Clinton, WI 53525

CAP Spring Craft Fair & Vendor Market Guidelines

1. Applications are reviewed on a rolling basis by the Clinton Activities Program (CAP) to ensure quality, originality, and a balanced mix of products. Please submit your registration and payment plus at least two clear photos representing your work. Photos may be emailed to brfranseen@clintonwis.com; register at ClintonActivities.com. To maintain variety, spaces are filled on a first-come, first-served basis, with roughly half reserved for direct sales companies and half for handmade/LLC vendors. CAP may limit duplicate or substantially similar product categories, and the CAP Director reserves the right to approve or deny any application.
2. Register online at ClintonActivities.com, by mail (send completed form and payment to 115 Milwaukee Rd), or in person at the CAP Office at Clinton Elementary School. Make checks payable to Clinton Community School District. Booth fees: 10'x10' - \$40; 10'x20' - \$60. Registration deadline: February 14, 2027.
3. Vendors will be notified of acceptance or denial via email no later than February 19, 2027. If a vendor is denied, they will be fully refunded back to how they paid.
4. Withdrawals after February 26, 2027 are non-refundable (unless there are special circumstances, which are subject to approval by CAP). No-shows forfeit all fees.
5. All merchandise must be in good taste and of high quality. CAP reserves the right to refuse sale of any merchandise that it deems inappropriate. (Please keep in mind this event is held at a school.)
6. The event will take place at Clinton Jr./Sr. High School Front Gym at 112 Milwaukee Road, Clinton, WI 53525 from 9 a.m. to 1:30 p.m on Saturday, March 6, 2027.
7. Vendors must be set up and ready when the event opens at 9 a.m. The booths must be staffed throughout the entire event. Set up time will be Saturday, March 6, beginning at 7 a.m. Vendors must be ready to sell by 9:00 a.m. Early tear-down is not permitted. All merchandise and booths must be removed immediately following the event.
8. Vendors can pull up to the Jr/Sr High School in the circle drive and unload materials there. Please move your vehicle as soon as possible and park in the parking lot. Please keep in mind we do not have a large garage or utility door to open so all materials will need to fit through a standard size doorway.
9. All booths must be safely constructed, kept within the 10'x10' or 10'x20' space, and free-standing. Please do not block any aisles or access points.

10. No sharp objects or heavy pieces are to be dragged or placed on the floors, which could cause damage. If your items could damage the wood gym floors then please plan accordingly by bringing something to protect the floors like a mat/carpet.
11. There is a limit of 1 vendor from each direct sales company- if you are wondering if your company is represented please contact Brooke Franseen at brfranseen@clintonwis.com.
12. Exhibitors are responsible for proper insurance and protection of work and set-up. Clinton Community School District, the Clinton Activities Program, its employees, or volunteers will not be held liable for accidents, theft, damage, or loss during the event or event set up and tear down.
13. Vendors are required to conduct all activities within their contracted space.
14. Vendors may not switch, sublet or apportion spaces to others. If you need to cancel for any reason, the CAP staff may find a vendor to fill your space.
15. Electricity is limited. There will only be one outlet available for booths with electricity. Multiple outlet hook-ups are not allowed. Vendors are responsible for their own electrical cords.
16. Two folding chairs will be supplied per vendor area. Vendors are responsible for tables as well as any items needed for their display/booths.
17. Please be courteous and respectful to all customers, fellow exhibitors, and event staff. No photographing of other vendors' products or booths.
18. Guest Wi-Fi will be available but not guaranteed. Bring an offline payment backup (cash, manual card entry, or QR invoicing).
19. Vendors are responsible for WI sales tax (Rock Co. 5.5%) and must comply with state/local licensing.
20. CAP is responsible for filing a Wisconsin Temporary Event Report after the Craft Fair & Vendor Market. At vendor registration, vendors will be asked to provide information for this report.
21. If severe weather or circumstances beyond CAP's control occur, CAP may modify, postpone, or cancel the event. Refunds or credits will be communicated.

For additional questions/concerns please contact Brooke Franseen at 608-676-8494, email: brfranseen@clintonwis.com.