

# Artist FAQ

## ART FAIR on the SQUARE 2011

**Q: What date and time will load-in begin?**

A: Setup for Art Fair begins at roughly 6:00 pm on Friday, July 8th. This is not a firm time, rather it should be viewed as an approximation; there may be unexpected circumstances. You will at least need to check in on the square before 9:00 pm. More information regarding load in will be sent via mail in a few weeks.

**Q: If I am running late and don't check in before 9:00 pm on Friday, July 8<sup>th</sup> will my booth space be given away immediately?**

A: No, however booths that are not occupied by 7:00 am on Saturday, July 9th will be reassigned to waitlisted artists.

**Q: Do I need to submit a Wisconsin Temporary Event Operator/Seller Form for tax purposes?**

A: Yes, you will need to submit this form directly to MMoCA on or before Thursday, June 30<sup>th</sup>.

Download and print the form here: <http://www.revenue.wi.gov/forms/sales/s-240.pdf>

Complete Parts A & C. Please leave PART B blank, the Director of Events will fill this in. Mail this form to: MMoCA, Attn: Annik Dupaty, 227 State Street, Madison, WI 53703.

**Q: Where can I get answers about Wisconsin Temporary Events as they relate to tax issues?**

A: Please visit the Wisconsin Department of Revenue's website:

<http://www.revenue.wi.gov/faqs/ise/wtep.html> or call (920) 832-2910. We are not qualified to provide tax advice.

**Q: I did not get my preferred booth assignment, why? Can this be changed?**

A: Please note the manner in which we allocate booth assignments for Art Fair on the Square. First, we assign the Best of Show award winners and the Featured Artist to their desired locations. We then assign Invitational Award winners to their first choice location. After these artists are assigned spaces, we allocate spaces to everyone else based on the need for a double booth space, and we consider extreme physical conditions. We try to honor requests from returning artists to have their previous year's assignment. Finally, we try to avoid placing two artists of the same medium side-by-side. For these reasons you may not have been given your preferred space. Due to the complexity of booth assignments we can not change spaces.

**Q: Is there an artist forum for pre-fair discussions with other artists?**

A: Please use the "Art Fair on the Square" Facebook page as a forum, many returning artists are fans and can quickly answer questions about the event.

**Q: Is there a website with general information about downtown Madison?**

A: Yes, please visit: [www.visitdowntownmadison.com](http://www.visitdowntownmadison.com)

**Q: Is there a place to hire local assistants/helpers or to rent parking space?**

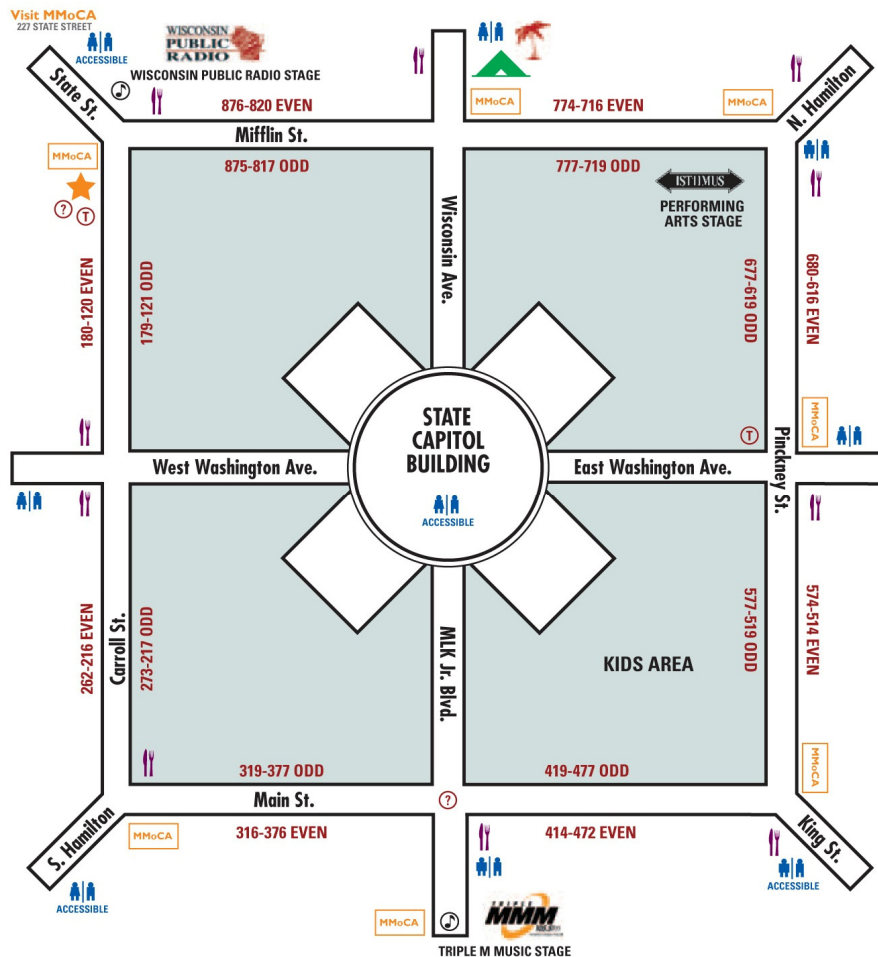
A: Try posting your jobs or needs on the Madison Craigslist page: <http://madison.craigslist.org/> Craigslist provides free, local classifieds and forums for jobs, services, local community events, etc.

Q: Where can I get information about public parking in Madison near the fair?

A: Please visit: <http://www.cityofmadison.com/parkingutility/maps/Downtown.cfm>

Q: Where can I see an event map so I can get a sense of where my booth will be?

A: Please see last year's map for general reference:



Q: Is there a list of downtown hotels available? Is there a room block at any hotel?

A: There are many hotels in Madison; a list of accommodations within/near downtown follows. We were not able to secure a room block in the downtown area close to the fair due to a massive conference. Try:

DoubleTree by Hilton Hotel Madison  
525 West Johnson Street, Madison  
(608) 251-5511

Hostelling International - Madison  
141 South Butler Street, Madison, WI 53703  
Phone: 608-441-0144  
Fax: 801-659-4268  
Email: [madisonhostel@yahoo.com](mailto:madisonhostel@yahoo.com)

Website: [www.madisonhostel.org](http://www.madisonhostel.org)

The Madison Concourse Hotel  
1 West Dayton Street, Madison  
(608) 257-6000

The Best Western PLUS Inn on the Park  
22 S Carroll Street, Madison  
(800) 279-8811

The Edgewater Hotel  
666 Wisconsin Avenue, Madison  
(608) 256-9071

Best Western-Inntowner  
2424 University Ave, Madison  
(608) 233-8778

Clarion Suites Madison Central  
2110 Rimrock Road, Madison, WI 53713  
(608) 284-1234

Holiday Inn Express Hotel Madison  
722 John Nolen Drive, Madison, WI 53713  
(608) 255-7400

Sheraton Hotel Madison  
706 John Nolen Drive, Madison, WI 53713  
(608) 251-2300