



2018 Craft/Novelty Vendor Application

Check all events you wish to apply for. **DO NOT send payment now.**
You will be invoiced upon acceptance. All events are located outside.

Applications must be received at least **8 weeks before** an event to be considered.

EVENT & LOCATION	DATE(S) & TIMES	FEE	MENU ITEMS/COST
___ Summer Kickoff Oak Island	June 15 5-11 PM	\$25	
___ Classic Car Show 400 Block	June 17 10 AM – 3 PM	\$25	
___ Balloon & Rib Fest Wausau Downtown Airport	July 12-14 July 12&13: 5-11PM July 14: 11 AM – 11 PM	\$200	
___ Big Bull Falls Blues Fest Fern Island Park	Aug. 17 & 18 Aug. 17: 4-11 PM Aug. 18: 11 AM – 11 PM	\$200	
___ Harvest Fest 400 Block	Oct. 6 10 AM – 2 PM	\$25	

Vendor Business Name: _____ Contact Name: _____

Email Address (Required): _____

Mailing Address: _____

Cell Phone: _____ # of Workers: _____

Size of Space Needed: _____ Electricity Needed? (If yes, fill out electrical form): _____

Liability Insurance: All vendors must be covered by liability insurance. An insurance rider with a \$300,000 minimum coverage which states the following: "Wausau Events, Inc., The City of Wausau, their officers, agents & employees, to be named as additionally insured." This certificate must be received with the application.

I, the undersigned agent, dutifully swear that I have thoroughly read the rules and regulations on the next page and agree and comply. I understand the duties I must fulfill, and the timeframe in which I must fulfill them to vend at Wausau Events, Inc. events.

Vendor Signature: _____ Date: _____

Please complete this application and return to:

Contact

SARA HUJAR, EXECUTIVE DIRECTOR

☎ 715-297-9531 ✉ execdir@wausauevents.org

📍 316 Scott Street • Wausau, WI • 54403 🌐 www.wausauevents.org



2018 Craft Vendor Rules & Regulations

- Selection Process:** All festivals are produced by Wausau Events, Inc. A committee made up of Wausau Events Board Members will play a role in selecting all vendors participating in events. Vendors will be selected based on the type of crafts/novelties offered, the vendor's experience with selling at these types of events, public feedback, past experiences with Wausau Events and electrical/space needs. Our goal is to have a variety of options offered to the public at the event, however we do not guarantee exclusivity of product.
- Interpretation and Enforcement of Rules:** Each vendor shall comply with the following rules and regulations, in addition to complying with any and all statutes of the State of Wisconsin, Marathon County and the City of Wausau pertinent to maintenance, health and fire safety. Wausau Events shall have the right to interpret the following rules and regulations:
- Conduct:** Wausau Events, Inc. hosts family-oriented events. You are responsible for monitoring your employees, and all vendors must conduct themselves in a courteous and polite manner. Any violation of these rules and regulations shall result in a single warning and then forfeiture of all rights of participation in the event and future events.
- Liability Indemnity:** Vendor covenants that it will protect, defend, hold harmless and indemnify Wausau Events, Inc., their directors, officers, agents, employees and volunteers from and against all expenses, claims, actions, liabilities, attorney's fees, damages, and losses of any kind whatsoever, actually or allegedly, resulting from or connected with the participation as a vendor in the event. Wausau Events shall not be liable for any loss or damage to any merchandise or personal property in or about the vendor's booth, regardless of the cause of such loss or damage. An insurance rider must be provided. See application for specific information.
- Booth Setup/Removal:** Vendor will be permitted to setup on the following dates, concurrent with the following events:
Summer Kickoff: Setup & Removal on Friday, June 15
Classic Car Show: Setup & Removal on Sunday, June 17 (Father's Day)
Balloon & Rib Fest: Setup will be Wednesday, July 11 by 2:00 p.m. or Thursday, July 12 by 12:00 p.m. Electricians will be available only before these times to help you hook up. Removal must be on Sunday, July 15.
Big Bull Falls Blues Fest: Setup Thursday, Aug 16 by 2:00 p.m. or Friday, Aug 17 by 12:00 p.m. Electricians will be available only before these times to help with hook up. Removal must be on Sunday, Aug 19.
Harvest Fest: Setup & Removal on Saturday, October 6.
- Cleanup:** Vendor is responsible for removing all debris and garbage from the site. All refuse, rubbish and garbage must be deposited in containers. Failure will result in negative light the following year.
- Merchandise:** At no time shall vendor display for sale or otherwise materials, which in the sole judgement of the Wausau Events Board shall be deemed obscene, dangerous or unlawful. Additionally, no vendor shall be permitted to sell raffle tickets or apparel/merchandise items promoting the event.
- Cancellation:** Vendor shall notify Wausau Events in writing of intent to cancel this contract no later than 30 days in advance of the event in order to receive a refund. Cancellations after this are not eligible for a refund.

9. **Access to the Grounds:** Access to the grounds will be as follows, per event:
Balloon & Rib Fest: Parking in Vendor Parking Lot (Location TBD). No Parking behind your stand.
Big Bull Falls Blues Fest: All workers will need a wristband. Workers will not be admitted to the grounds without a wristband. Vendors are responsible for getting the wristbands to the workers!
10. **Electricity:** Vendor shall indicate on the contract electrical needs for each festival. The electrical worksheet MUST be filled out completely and correctly and you must conform to the electricity available.
11. **Access of Location During Event:** During the festival hours, you will not be allowed to operate a motor vehicle to and from your vending location. Please have your supplies there. This rule must be enforced for the safety of all guests, as our events are very large.
12. **Fire Department Inspection:** Vendor may be subject to an inspection by the City of Wausau Fire Department. If you have any questions regarding the Fire Department's regulations regarding pop-up tents, etc. please contact them directly at 715-261-7900.
13. **Event Schedule:** Crafts/Novelties shall be available for the duration of event hours for the following events:
Summer Kickoff: 5-11 p.m.
Classic Car Show: 10 a.m. – 3 p.m.
Balloon & Rib Fest: July 12, 4-10 p.m., July 13, 4-11 p.m. & July 14, 11 a.m. – 11 p.m.
Big Bull Falls Blues Fest: August 17, 4-11 p.m. & August 18, 12-11 p.m.
Harvest Fest: October 6, 10 a.m. – 2 p.m.
**Please note times are subject to change. We will be contact before the event as to schedule/your location, etc.*
14. **Restricted Products:** Wausau Events retains the right to sell all drink products at ALL events except Concerts on the Square and Harvest Fest.
15. **Exclusivity:** Wausau Events, Inc. is unable to guarantee any exclusivity or restrictions on the number of vendors or the type of products sold unless negotiated in advance. You will be assigned a space based upon the judgment of our staff and electricity available. No locations are guaranteed. We will do our best to provide you with a convenient and suitable space for the sale of your products.
16. **Security:** Wausau Events, Inc. will provide security for our major events. However, it is the vendor's responsibility for the protection and safeguarding of valuables and release Wausau Events for any losses.

If you have any questions, please contact:

Contact

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