



# 2022 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:  
**Big Bull Falls Blues Fest:** Setup Friday, August 19<sup>th</sup> by 2 PM.  
Electricians will be available only before these times to help with hook up. Removal must be on Sunday, Aug 21.  
**Wings Over Wausau Airshow:** Setup Friday, June 24<sup>th</sup> by 2 PM, take down June 26<sup>th</sup> 10 AM to 12 PM.  
**Harvest Fest:** Setup & Removal on Saturday, October 8.
- Cleanup:** **Vendor is responsible for removing all debris and garbage from the site.** All 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.
- Access to the Grounds:** Access to the grounds will be as follows, per event:  
**Big Bull Falls Blues Fest:** All workers will need a wristband for the event. Vendors are responsible for getting these from Wausau Events to their workers.

**Wings Over Wausau & Harvest Fest** are free events with easy access. No vehicles will be allowed by your vending locations. Please plan to bring a cart if needed to transport your supplies.

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:  
**Big Bull Falls Blues Fest:** August 19<sup>th</sup> from 4-10 PM and August 20<sup>th</sup> from 12 PM to 11 PM  
**Wings Over Wausau:** June 24<sup>th</sup> from 3 PM to 10 PM and June 25<sup>th</sup> from 11 AM to 10 PM  
**Harvest Fest:** October 8, 10 a.m. – 3 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:  
Alissandra Aderholdt, Executive Director*

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