



# 32nd Annual Fall Festival

September 24, 2016  
Hayward, Wisconsin

Non-Profit Vendor Application

Please submit ALL of following by August 26th, 2016. Failure to provide required materials will delay approval of application.

- Self-addressed stamped envelope with sufficient postage for receipt of confirmation.**  
*Confirmation will be delayed without addressed envelope & postage.*
- Completed Fall Festival application.** (\*Including the reverse side of this form)
- Check or money order for all applicable fees. Please make payable to HACC.**
- Photos or slides of all categories of work to be displayed or sold from the vendor booth.**  
*Photos or slides may be returned at Festival upon request.*
- Photo copy of applicant's Wisconsin Department of Revenue Seller Permit**  
All exhibitors are **REQUIRED** to have or to have applied for a Wisconsin Seller's Permit in order to participate. You can obtain one by contacting the WI Dept. of Revenue at (920) 832-2910 or email Department of Revenue Temporary Event Specialist Cheryl Purath at: Cheryl.Purath@revenue.wi.gov. If you have applied and not received a permit, note that on your application.

BUSINESS NAME	
APPLICANT NAME	
ADDRESS	
CITY, STATE, ZIP	
(        )	
TELEPHONE	EMAIL ADDRESS
VEHICLE MAKE	VEHICLE LICENSE PLATE #
WISCONSIN SELLER'S PERMIT NUMBER	

**Sawyer County  
Wisconsin  
Sales Tax  
5.5%**

*Please return application materials  
& payment in full to:*

**HAYWARD AREA CHAMBER OF COMMERCE  
ATTN. FALL FESTIVAL VENDOR REVIEW  
P O BOX 726  
HAYWARD WI 54843  
  
715-634-8662  
  
[lynell@haywardareachamber.com](mailto:lynell@haywardareachamber.com)**

\_\_\_\_\_ 10' x 20' space(s) at the commercial booth price of \$50.00 each.

- I require electricity

Where did you hear about our event? \_\_\_\_\_

**PARTICIPATION IN PREVIOUS EVENTS DOES NOT  
RESERVE YOUR SPACE FOR THIS YEAR'S FESTIVAL**

**WAIVER:** I agree to indemnify, defend, waive, release and hold the Fall Festival, Hayward Area Chamber of Commerce and the City of Hayward harmless from any and all liability, claims and causes of action for injuries to person or property arising out of or related to this Festival, specifically including, without limitation, injury or damage to booth and contents, merchandise, employees, contractors, guests, customers, invitees and all other third parties.

APPLICANT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

FOR OFFICE USE ONLY

DATE RECEIVED: \_\_\_\_\_  
CHECK #: \_\_\_\_\_  
AMOUNT PAID: \$ \_\_\_\_\_  
REVIEW DATE: \_\_\_\_\_  
REVIEW DETERMINATION: \_\_\_\_\_  
RESPONSE DATE: \_\_\_\_\_

**\*PLEASE CHECK ALL CATEGORIES THAT YOU WILL BE SELLING**

The information requested is necessary for event planning purposes and your application will be considered incomplete without it. Only items accepted by the Review Committee may be sold at Fall Festival.

**Items not handmade may not be sold and must be removed from booth.**

*Your cooperation helps to ensure the success of this event. We appreciate it!*

- Angel Crafts
- Antler Crafts
- Apparel &/or Accessories
- Appliqué
- Baskets
- Beadwork
- Bird Houses
- Books
- Candles
- Carvings/Sculpture
- Ceramics/Pottery
- Chainsaw Carvings
- Children's Crafts
- Crocheting
- Cross Stitch
- Dolls/Doll Accessories
- Embroidery
- Floral Crafts
- Framed/Unframed Original Prints
- Frames
- Furniture
- Glassware
- Gourd Art
- Jewelry
- Knitting
- Lamps &/or Shades
- Leather Crafts
- Metal Working
- Needlepoint
- Non-profit Fundraiser Sales (non-food)
- Ornaments
- Painting -Please specify type (landscape, portrait, etc.)  
& medium (watercolor, oil paint, etc.)  
Type - \_\_\_\_\_  
Medium - \_\_\_\_\_
- Paper Crafts
- Photography
- Potpourri
- Pottery
- Quilting
- Stenciling
- Rugs
- Sewing
- Soaps
- Stain Glass
- Taxidermy
- Wind Chimes
- Woodworking
- Yard / Garden
- Other— Please describe your category below.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**We are inviting you to donate a sample of your product to the Hayward Area Chamber for use at one of our future events. Please include your business card or your information along with the item. Item can be delivered at the festival to the Event Coordinator.**

# 32nd Annual Fall Festival

## Vendor Terms & Conditions

### Please Read and Keep for Your Reference

***The festival will be September 24, 2016, from 9:00 AM to 5:00 AM***

Upon finalized event approval from the City of Hayward and the acceptance of your application by the Vendor Review Committee, you will be notified and provided with your space assignment. Payment will be returned to you if you are not accepted for participation.

- Submission deadline for payment and all application materials is August 26, 2016.
- You will be charged a \$25.00 fee for all returned checks.
- Acceptance for this year's show does not guarantee acceptance for future shows.
- There are no guarantees/reservations for booth location. To create the most effective event layout, vendor booth assignments will be made at the discretion of the show coordinators.
- This is an outdoor show; be prepared for rain.
- Booth shelters, tents and tables are to be supplied by the vendor.
- Event coordinators will be on site Saturday morning at 6:00 AM for event setup. **NO vendor setup prior to 6:00 AM** or you will be required to vacate the street at the request of the City of Hayward Police Department.
- No motor homes, campers, overnight sleeping or generators are allowed on city streets in the vicinity of the event.
- Vendor parking is limited to those area specified by event coordinators.**
- Vendors are responsible for maintaining a clean booth space.**
- No commercial or buy/sell items allowed to be sold at this event.** All items must be hand-produced domestically, either individually or by a non-assembly line process.
- All designs must be of an original concept belonging to the artist/craft person selling the product.**
- Items sold must incorporate original work on at least half of the size of the item for sale.**
- You will be required to remove any items in your booth that were not submitted to and approved by the Vendor Review Committee.**
- Vendors are not to display or sell products that are the same as or similar to products he or she is selling to any local business without the written consent of that business.
- There are no refunds for cancellations after 5 PM on September 2, 2016.**
- Vendors who are "no shows" to the event will not be accepted into future shows.

All applicants are subject to final approval of the Hayward Area Chamber of Commerce Vendor Review Committee. **The Committee, in the sole and absolute exercise of its discretion, reserves the right to determine all applicants' suitability for the makeup of the event as a whole and may not accept any applicant on grounds without explanation to the applicant.**

Your signature on the accompanying application indicates your awareness of, and agreement to, all of the above terms and conditions. The Hayward Area Chamber of Commerce and the Vendor Review Committee reserves the right to deny event participation to any vendor not complying with these terms and conditions.

Sincerely,

Hayward Area Chamber of Commerce/Event Coordinator &