

# 2020 FALL FESTIVAL

# FOOD VENDOR APPLICATION

September 26 • Downtown Hayward, Wisconsin • [www.haywardareachamber.com](http://www.haywardareachamber.com)

BUSINESS NAME: \_\_\_\_\_  
APPLICANT NAME: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_  
CITY, STATE, ZIP: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_ PREFERENCE:  Phone  Email  
EMAIL: \_\_\_\_\_  
WEBSITE: \_\_\_\_\_  
VEHICLE MAKE/LICENSE PLATE: \_\_\_\_\_

Please select/describe **ALL** menu items that you would like to sell. 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. **Items that are not pre-approved may not be sold and must be removed from your booth. Thank you!!**

- |  |  |
|--|--|
| <input type="radio"/> Beverage (Lemonade/Smoothies/Water)                | <input type="radio"/> Mini Donuts                  |
| <input type="radio"/> BBQ (Chicken/Pork/Ribs)                            | <input type="radio"/> Mozzarella Sticks            |
| <input type="radio"/> Burgers (Beef/Bison/Angus)                         | <input type="radio"/> Nachos                       |
| <input type="radio"/> Burrito/Fajita/Quesadillas (Chicken/Steak/Pork)    | <input type="radio"/> Onion Rings                  |
| <input type="radio"/> Cheese Curds (White/Yellow/Other)                  | <input type="radio"/> Pizza                        |
| <input type="radio"/> Chicken (Sandwich/Pita/On-A-Stick)                 | <input type="radio"/> Snow Cones/Slushies          |
| <input type="radio"/> Dogs (Beef/Brat/Chile/Corn/Fry)                    | <input type="radio"/> Soft Pretzels                |
| <input type="radio"/> Fries (French/Chile/Cheese/Fresh Cut/Sweet Potato) | <input type="radio"/> Tacos (Soft/Hard/Mini/Salad) |
| <input type="radio"/> Fry Bread  | <input type="radio"/> Other: _____                 |
| <input type="radio"/> Funnel Cakes                                       | _____  |
| <input type="radio"/> Gyros  | _____  |
| <input type="radio"/> Kettle Corn/Pop Corn                               | _____  |

## REQUIRED WISCONSIN SELLER'S PERMIT NUMBER:

\_\_\_\_\_

Please **also** submit a photo copy or send an electronic copy to:  
[brianna@haywardareachamber.com](mailto:brianna@haywardareachamber.com)

I have applied for a permit but have not received a number

Contact the WI Dept. of Revenue Customer Service Bureau at  
(608) 266-2776 or [DORBusinessTax@wisconsin.gov](mailto:DORBusinessTax@wisconsin.gov) to apply

## REQUIRED: A PHOTOCOPY OF APPLICANT'S CERTIFICATE OF INSURANCE

## BOOTH FEES:

10'x24' space (s)—**food vendor** price + \$210 each \_\_\_\_\_

I require electricity (Minimum 12/3 Heavy Duty Cord) \_\_\_\_\_

Quantity & type of electric cords you intend to use:

Number of: 220 Volt Cords \_\_\_\_\_ 110 Volt Cords \_\_\_\_\_

Any additional information or requests: \_\_\_\_\_

Total amount enclosed \_\_\_\_\_

\_\_\_\_ Please include photos of trailer/set up of your booth—  
mail or email: [brianna@haywardareachamber.com](mailto:brianna@haywardareachamber.com)

\_\_\_\_ Please sign the waiver and refer to the diagram  
for your booth position on the reverse of this application

Participation in previous events does not reserve your space for this year's event. Detach and mail top portion with payment to:

Hayward Area Chamber of Commerce • Fall Festival Vendor Review • PO Box 726 • Hayward, WI 54843

## Please submit all of the following by July 24, 2020:

- self-addressed stamped envelope
- complete Fall Festival application
- check or money order for all applicable fees  
(please make checks payable to HACC)  
There is a \$25 fee for all returned checks  
Credit cards accepted by Brianna at **715-634-8662**
- photos of trailer/set up; please refer to diagram  
on the back of the application portion
- photocopy/electronic version of applicant's  
**WI Dept. of Revenue Seller Permit & Insurance**

## 2019 FALL FESTIVAL GUIDELINES:

Application Deadline: July 24 for booth space, or until full

Booth Space Assignments: Mailed the first week of Sept.

Cancellation policy: No refunds for cancellations after 5  
PM on July 24, 2020.

Vendors who are "no shows" will not be accepted into future shows

## EVENT TERMS & CONDITIONS

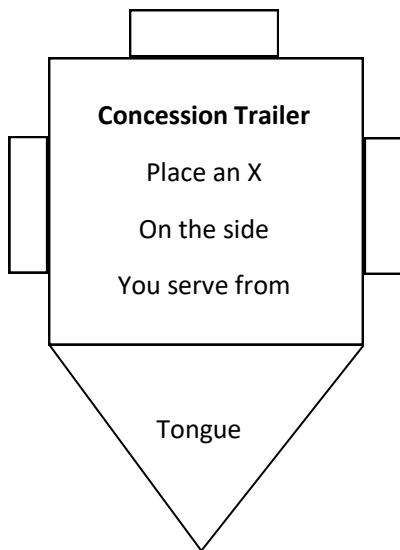
### VENDOR REQUIREMENTS:

- This is one day festival from 9 AM to 5 PM on Saturday, September 26. Vendors must be present during the entirety of the festival. Any vendor who vacates their booth space will not be invited to return.
- 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.
- Only those menu items noted on your application and accepted by the Vendor Review Committee may be sold at Fall Fest. Any vendor selling food not pre-approved by the Review Committee will be required to remove the item(s) from their menu.
- Acceptance provisional on passing State Health Inspection. Contract with HACC becomes null and void if vendor fails inspection and will be asked to shut down.

### SPACE REQUESTS:

- There are no guarantees/reservations for booth location. To create the most effective event layout, food booth assignments will be based on type of product sold and space availability at the discretion of event coordinators. (continued on reverse...)

I, the undersigned, 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: \_\_\_\_\_



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

**FOR OFFICE USE ONLY:**

Date received: \_\_\_\_\_  
Check #: \_\_\_\_\_  
Money Order: \_\_\_\_\_  
Credit Card: \_\_\_\_\_  
Amount Paid: \_\_\_\_\_  
Review Date: \_\_\_\_\_  
Determination: \_\_\_\_\_  
Response Date: \_\_\_\_\_  
Notes:

**VENDOR RESPONSIBILITIES:**

- No motor homes, campers, overnight sleeping or generators are allowed on city streets in the vicinity of the event.
- Booth shelters, tents and tables are to be supplied by the vendor.
- Vendor parking is limited to those areas specified by event coordinators.
- Display materials are to be supplied by the exhibitor. The HACC is not responsible for loss or damage to artwork or display materials.
- Event coordinators will be on site Saturday morning at 6 AM for event set-up. There is **NO VENDOR SET-UP PRIOR TO 6 AM** or you will be required to vacate the street at the request of the City of Hayward Police Department.
- Vendors are responsible for maintaining a clean booth space and removing all trash from their space at the end of the festival. Trash may not be left at curbside, please take it with you or dispose of properly.
- There is absolutely no dumping of wastewater in the streets. The City of Hayward Police Department will be issuing citations to anyone disposing of water this way.
- **This is an outdoor show; be prepared for rain or shine!**

Questions or concerns? Contact Brianna McKenzie:  
(715) 634-8662 or brianna@haywardareachamber.com

All vendors are required to have or to have applied for a Wisconsin Seller's Permit in order to participate. You can obtain one online at [www.revenue.wi.gov](http://www.revenue.wi.gov) and going to the Temporary Events page. You can also contact the WI Dept. of Revenue at (608) 266-2776 or email [DORBusinessTax@wisconsin.gov](mailto:DORBusinessTax@wisconsin.gov).  
*If you have applied and not yet received a permit, please note that on your application.*

**Anyone selling prepackaged food must be registered or licensed through WI Department of Agriculture, Trade and Consumer Protection.**

**For permit information, contact:**  
Wisconsin Department of Agriculture  
Trade and Consumer Protection  
2811 Agriculture Drive, PO Box 8911  
Madison, Wisconsin 53708-8911  
Phone: (608) 224-5012

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 for 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 listed terms and conditions. The HACC and the Vendor Review Committee reserves the right to deny event participation to any vendor not complying with these terms and conditions.