



# West Bend GERMANfest

Non-food Vendor Application/Contract

**August 22 – 25, 2019**

westbendgermanfest.com

**Located in  
Downtown West Bend  
at S. 5<sup>th</sup> Ave. and Walnut**

**Average Attendance: over 10,000**

Vendor Name (D.B.A.): \_\_\_\_\_

Contact Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Name(s) of Owners: \_\_\_\_\_ Year(s) of Ownership: \_\_\_\_\_

Event/Business/Education background: \_\_\_\_\_

Location: \_\_\_\_\_

Number of Years: \_\_\_\_\_

### **Explanation of what you will promote/sell at your booth**

Please include your current pricing if applicable, and you may attach additional page(s) if helpful.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Vendor Space

Decisions are made on a first come, first served basis by our Vendor Committee. You will be notified of the decision by June 1, 2019. Once the selections are made, a map will be provided showing the location where the vendor will set up based on size, electrical needs, etc.

**The fees below include:** electrical, fees for dumpsters, etc.

**A single vendor space is typically: 10' wide by 10' deep (Any exceptions will be discussed with Vendor.)**

**Please make a selection:**

- 1 Space \$300 plus \$150 Security Deposit
  - 2 Spaces \$550 plus \$275 Security Deposit
  - 3 Spaces \$800 plus \$400 Security Deposit
- (Note for non-profit organizations: 501(c)(3) food vendors may be able to receive a 50% discount on a limited basis, and to be determined by our Vendor Committee. Please contact us for details.)*

**Please describe and indicate the total size/area of your entire setup:**

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Entire setup must remain within agreed-upon Vendor space(s). Also, no holes are allowed in pavement/ground.

Please contact us with any questions.

**NOTE:** A photo(s) of your setup would be helpful and appreciated.

## Event Dates/Times

<b>Thursday, August 22, 2019</b>	<b>5:00 PM – 11:00 PM</b>
<b>Friday, August 23, 2019</b>	<b>10:00 AM – 11:00 PM</b>
<b>Saturday, August 24, 2019</b>	<b>10:00 AM – 11:00 PM</b>
<b>Sunday, August 25, 2019</b>	<b>11:00 AM – 7:00 PM</b>

**Vendors must comply with the following guidelines:**

- ✓ All vendors must be ready to open at scheduled event times on all four (4) days of the event.
- ✓ We prefer that vendors close no earlier than 11 PM on Thursday, Friday or Saturday, nor before 7PM on Sunday, but exceptions may be considered upon request.
- ✓ Vendor setup takes place Thursday, August 22 from approximately 8 AM until 3 PM. Setup times will be staggered for logistical reasons, and an assigned time will be given to you closer to the date.
- ✓ Vendors must be completely set up no later than 4 PM on Thursday, August 22.
- ✓ Vendors are responsible for setup and teardown of their own equipment.
- ✓ Electrical will be provided as stated in this contract. Non-food vendors will only be given 120V service.
- ✓ Vendors must comply with all “Event Seller” regulations as set by the Wisconsin Department of Revenue.
- ✓ It is the vendor’s responsibility to clean and leave their area in the same condition it was in at the time of setup, and fees will be deducted from your Security Deposit if this is not done.
- ✓ Takedown is on Sunday, August 25 beginning at 7 PM, and must be entirely completed before 10 PM.

**Must Include with Application/Contract**

- Separate Security Deposit check:** dated July 1, 2019 and labeled “Security Deposit” in the memo line.
  - The Security Deposit check will be destroyed if you are not a selected vendor.
  - As a vendor at GERMANfest, the Security Deposit will be destroyed if you have fulfilled all vendor requirements as outlined in this document. If the requirements have not been met according to the judgment of GERMANfest, the Security Deposit check will be cashed and funds used by GERMANfest for incurred costs.
- Separate Vendor Fee check:** dated June 1, 2019 and labeled “Vendor Fee” in the memo line.
  - The Vendor Fee check will be destroyed if you are not a selected vendor.
  - If the vendor chooses to withdraw from the event after July 1, then the decision to either keep the full payment or return a portion will be at the discretion of GERMANfest.
- Proof of \$1,000,000 General Liability Coverage:** This must cover all days of the event, and also list “Habitat for Humanity of Washington and Dodge Counties” as an insured on the certificate.
- Electrical Needs:** Please indicate needs on the attached document and submit with the application.

I understand and agree to the terms of this contract, and certify that I will have a valid Wisconsin Seller's Permit (if applicable) during my entire participation at 2019 West Bend GERMANfest.

Signature: \_\_\_\_\_

Driver's License # \_\_\_\_\_

Date: \_\_\_\_\_ D.O.B \_\_\_\_\_

**Please email or mail this Application/Contract & checks to:**

Habitat for Humanity of Washington and Dodge Counties  
601 Schoenhaar Drive  
West Bend, WI 53090 (\* Please note that this address has changed since 2018. \*)

**Please make all checks payable to:**

"Habitat for Humanity of Washington and Dodge Counties"

**For questions contact:**

Lisa Disch-Johnson  
(262) 338-0690  
dodlisahfh@gmail.com

# Non-food Vendor Electrical Needs:

120 volts 20 amp outlets on separate circuits can be provided to non-food vendors.

- ✓ The vendor is responsible to provide at a minimum a 100' 12-3 (12 gauge 3 conductor) cord for each of the requested separate circuits.

**Please indicate what your electrical needs are:**

**120 volt separate circuits requested**

Number of outlets needed: \_\_\_\_\_

Number of circuits needed: \_\_\_\_\_

- Do not have any electrical needs. *(Note to vendor: Please keep in mind any lighting needs that you may have in this outdoor environment.)*

## Electrical Assistance:

- ❖ GERMANfest has an electrical contractor on site during setup and teardown, and also on call for emergencies during the event.
- ❖ **The electrical contractor will provide basic assistance** to help vendors connect to the power that they requested in the contract during setup and again at teardown.
- ❖ **This assistance does not include** providing cords, determining loads and how many items can be connected to a cord, or other technical questions related to the vendor's equipment.
- ❖ **The vendor must be sure that all extension cords are in excellent condition** – i.e. no exposed wires, no missing prongs, no cracks in housing, etc. The vendor must also use cords and equipment in a manner appropriate to an outdoor, wet environment.
- ❖ **The vendor must come prepared** to operate an off-site operation and all that entails.
- ❖ **Electrical work above and beyond basic assistance** requested by the vendor or needed to get the vendor's equipment connected to the above mentioned available power, **will be billed at \$65 per hour with a 1-hour minimum.**