



West Bend GERMANfest

Food Vendor Application /Contract

August 23 – 26, 2018

westbendgermanfest.com

**Located
Downtown West Bend
at S. 5th Ave. and Walnut Street**

Average Attendance: 10,000

Vendor Name: _____

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: _____

Location: _____

Number of Years: _____

Food Service Special Event Experience

List your most notable food service education, special event, and or food experience in the field

Event/Business/Education: _____

Location: _____

Number of Years: _____

Top items you wish to sell

Please include your current pricing

1. Item Name: _____

Description: _____

Portion Size: _____ Price: _____

2. Item Name: _____

Description: _____

Portion Size: _____ Price: _____

3. Item Name: _____

Description: _____

Portion Size: _____ Price: _____

4. Item Name: _____

Description: _____

Portion Size: _____ Price: _____

5. Item Name: _____

Description: _____

Portion Size: _____ Price: _____

Additional Notes: _____

NOTE: Extra consideration may be given to vendors who provide at least one German style food.

Vendor Space

Decisions are made on a first come first serve basis by our vendor committee. You will be notified of selection by June 1, 2018. Once the selections are made, a map will be drawn out showing the location where the vendor will reside based on size and electrical needs.

The fees below include: electrical, reserve ice storage, potable water, grey water disposal, and fees for dumpsters.

A single vendor space is: 12' wide by 15' deep

Please make a selection:

- 1 Space \$600 plus \$300 Security Deposit
- 2 Spaces \$1200 plus \$600 Security Deposit
- 3 Spaces \$1800 plus \$900 Security Deposit
- 4 Spaces \$2400 plus \$1200 Security Deposit

Please indicate the size of your food truck or setup: _____

NOTE: A photo of your truck or setup would be helpful and appreciated.

Event Dates/Times

Thursday, August 23, 2018	5:00 PM – 11:00 PM
Friday, August 24, 2018	10:00 AM – 11:00 PM
Saturday, August 25, 2018	10:00 AM – 11:00 PM
Sunday, August 26, 2018	11:00 AM – 7:00 PM

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.
- ✓ Food vendors cannot close before 11:00 PM on Thursday, Friday or Saturday and & 7PM on Sunday.
- ✓ Vendor setup begins Thursday, August 23 at 8 AM and continues until 2 PM. Setup times will be staggered due to logistics. A specific time will be given to you closer to the date.
- ✓ Vendors must be completely set-up not later than 4 PM on Thursday, August 23.
- ✓ Vendors are responsible for set-up and tear-down of their own equipment.
- ✓ Food Vendors must provide all food and preparation equipment.

- ✓ Electrical and water as stated in this contract will be provided.
- ✓ All food and equipment must comply with the Wisconsin State Mobile and Temporary Restaurant Regulations set by the Dept. of Agriculture, Trade and Consumer Protection
- ✓ Vendors will be subject to inspection by the local health department at the event. Be prepared to provide a license of approval.
- ✓ **A LIQUEFIED PETROLEUM GAS PERMIT** is required by the West Bend Fire Department for the placement of Liquid Propane (LP) tanks that have in excess of 100 pounds (24 gallons or greater) of liquid propane (LP). Visit https://imageserv11.team-logic.com/mediaLibrary/2023/LP_Gas_Permit.pdf
- ✓ It is the vendor's responsibility to clean and leave their area in the same condition it was in at the time of setup or fees will be deducted from your security deposit.
- ✓ Take down is on August 26 beginning at 7 PM.
- ✓ Habitat will have an exclusive (Pepsi or Coke). If you intend to sell beverages, you will be required to purchase cases of drinks from Habitat and sell them in their vendor space. Full cases can be returned for a refund. More information about how this will operate will be provided closer to the event.
- ✓ Ice will be provided by and can be purchased from Habitat. More information to follow.

Must Include with Application/Contract

- Security Deposit Check:** dated July 1, 2018 and labeled "Security Deposit"
 - 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 Habitat for Humanity, the security deposit will be cashed and used by Habitat for incurred costs.
- Vendor Fee Check:** dated June 1, 2018 and labeled "Vendor Fee"
 - 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, the decision to keep the full payment or return a portion will be at the discretion of Habitat for Humanity.
- Proof of \$1,000,000 General Liability Coverage:** covering all days of the event, and listing "Habitat for Humanity of Washington and Dodge Counties" as an insured on the certificate.
- Electrical Needs:** Please indicate on the attached document and submit with the application.

I understand and agree to the terms of this contract, and certify that I will a valid Wisconsin Seller's Permit during my entire participation at 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
724 Elm St. Suite 103
West Bend, WI 53095

Please make checks payable to:

Habitat for Humanity of Washington and Dodge Counties

For questions contact:

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

Electrical Needs:

120 volts 20 amp outlets on separate circuits can be provided.

- ✓ 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.

240 volts 50 amp outlets on separate circuits can be provided.

- ✓ The vendor is responsible to provide at a minimum a 100' 8-4 (8 gauge 4 conductor) cord with a NEMA 14-5P plug (125/250 volts 50 amp)

Please indicate what your electrical needs are:

- 120 volt separate circuits requested**

Number of outlets needed: _____

Number of circuit's needed: _____

- 240 volt separate circuits requested**

Number of outlets needed: _____

Number of circuit's needed: _____

- Do not have electrical needs



240 volt service:
Vendor provided
plugs must fit this
outlet exactly!

Electrical Assistance:

- ❖ Habitat has an electrical contractor on site during set up and tear down and on call during the event.
- ❖ **The electrical contractor will provide basic assistance** to help vendors connect to the power that they requested in the contract during set up and again at tear down.
- ❖ **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 come prepared** to operate an off-site food operation and all that entails.
- ❖ **Electrical work above and beyond basic assistance** requested by the vendor or needed to get the vendors equipment connected to the above mentioned available power, **will be billed at \$60 per hour with a 1-hour minimum.**