



West Bend GERMANfest



Non- 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: _____

Explanation of what you will promote/sell at your booth

Please include your current pricing if applicable

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, and fees for dumpsters.

A single vendor space is: 10' wide by 10' deep

Please make a selection:

- 1 Space \$300 plus \$100 Security Deposit
- 2 Spaces \$600 plus \$200 Security Deposit
- 3 Spaces \$900 plus \$300 Security Deposit

Please explain your setup: _____

NOTE: A photo of your 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.
- ✓ We prefer that vendors close at 11:00 PM on Thursday, Friday or Saturday and & 7PM on Sunday but exceptions may be considered upon request.
- ✓ 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.
- ✓ Electrical as stated in this contract will be provided. (NF Vendors will only be given 120V service)
- ✓ Vendors must comply with Wisconsin State "Event Seller" regulations as set by the 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 or fees will be deducted from your security deposit.
- ✓ Tear down is on August 26 beginning at 7 PM.

Must Include with Application

- 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 have a valid Wisconsin Seller's Permit during my entire participation at West Bend GERMAnfest. (If applicable)

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.**