



West Bend GERMANfest

Food Vendor Application/Contract

August 22 – 25, 2019

westbendgermanfest.com

**Located in
Downtown West Bend
at S. 5th 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: _____

Food Service Special Event Experience

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

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 offer at least one German-style food.

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, storage of ice for sale, potable water, grey water disposal, fees for dumpsters, etc.

A single vendor space is typically: 12' wide by 15' deep (Any exceptions will be discussed with Vendor.)

Please make a selection:

- 1 Space \$500 plus \$250 Security Deposit *(Note for non-profit organizations: 501(c)(3) food vendors*
- 2 Spaces \$950 plus \$475 Security Deposit *may be able to receive a 50% discount on a limited basis,*
- 3 Spaces \$1400 plus \$700 Security Deposit *and to be determined by our Vendor Committee.*
- 4 Spaces \$1850 plus \$925 Security Deposit *Please contact us for details.)*

Please indicate the total size/area of your entire setup: _____

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 truck or setup would be helpful and appreciated.

Event Dates/Times

Thursday, August 22, 2019	5:00 PM – 11:00 PM
Friday, August 23, 2019	10:00 AM – 11:00 PM
Saturday, August 24, 2019	10:00 AM – 11:00 PM
Sunday, August 25, 2019	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 PM on Thursday, Friday or Saturday, nor before 7PM on Sunday.
- ✓ 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.
- ✓ Food vendors must provide all food and preparation equipment.
- ✓ Electrical and water will be provided by GERMANfest as stated in this contract.
- ✓ 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 Washington Ozaukee Public Health Dept. Be prepared to provide a current, approved license.
- ✓ **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, 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.
- ✓ GERMANfest has an exclusive contract with Pepsi. If you intend to sell beverages, you will be required to purchase cases of drinks from GERMANfest and sell them in your vendor space. Full cases of the same product can be returned for a refund. More information about how this will operate will be provided closer to the event. Please contact us with any questions.
- ✓ Vendors are not permitted to sell alcoholic beverages.
- ✓ Ice will be provided by and can be purchased from GERMANfest. More information to follow.

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 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

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 circuits needed: _____

- 240 volt separate circuits requested (See photo to the right. →)**

Number of outlets needed: _____

Number of circuits needed: _____

- Do not have any electrical needs.



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

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 food 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.**