

Fond du Lac Fondue Fest VENDOR PERMIT APPLICATION

Saturday, September 7, 2019, 9 a.m. to 5 p.m.

Submission deadline: August 2, 2019



peace



love



fondue

(PLEASE PRINT OR TYPE)

Organization Name: _____

Contact Person: _____

E-mail: _____

Whenever possible, email is the primary means of communication to vendors.

Please check all that apply:

Returning Vendor New Vendor Non-profit Direct Sales/Multi-Level Marketing

Event sponsor None of These

Address: _____

City: _____ Zip: _____ Phone: _____

Website: _____ Facebook: _____

In Case of Emergency:

In the event that emergency services are called on your behalf, who would you like us to notify?

Emergency Contact: _____ Phone: _____

Space Requests

Food & Beverage Vendors – Cost \$45 per 10 linear feet

Number of spaces requested _____ spaces @ \$45/space = \$ _____

Other Vendors – Cost \$35 per 10 linear feet

Number of spaces requested _____ spaces @ \$35space = \$ _____

Electricity access – Cost \$25 per outlet

\$25/outlet = \$ _____

Kids Zone is designed for vendors who are interested in providing activities specifically geared toward children and is held in the US Bank parking lot on the corner of Sheboygan and Portland Streets. Vendors in this area will tear down at 2 p.m. and are given a \$10 per space discount based on the shortened vending time.

Kids Zone Discount - \$10 discount per space – must be a family/child activity

Kids Zone closes at 2 pm _____ @ -\$10/space = \$_____

TOTAL ENCLOSED = \$ _____
(\$25 late fee after August 2 deadline)

Returning vendors: check here if you would prefer the same space as last year. Space # (if known): _____

Please list any special needs (i.e. away from smoke) for your space and the reason. If you have a number or spot request, please list it. Spaces will not be guaranteed. Returning vendors who submit applications prior to August 1 are given priority on returning to their previous space assignment. After that date, vendor requests are considered in the order in which their vendor application is received.

Product Type(s)

Which category best describes you? (Check only one.)

- Ready-to-eat Food & Beverage Vendor Produce/Garden Vendor Art or Craft Sales
 Other Product Sales Informational/Display Only (No S-240 required if informational only.)

List and describe the items you intend to sell and include price list (or attach). Be specific, the number of duplicate vendors will be limited. If you plan a display/information booth, describe the nature of the display and information, in detail. New art and craft vendor applicants are required to submit up to two photographs that represent wares in quality and variety. These may be submitted electronically to info@downtownfdl.com. Applications without photos will be disregarded.

Ready-to-eat Food & Beverage Vendors:

Please list the types of licenses, their numbers, and their expiration dates:

Non-profits may offer food/beverage sales up to three times per year without a license. Your signature on this application indicates that you understand you are responsible for following the requirements and/or recommendations from the FDL County Health Department regarding temporary food service and understand that spot inspections may take place at the event.

The vendor agrees to fully indemnify and hold harmless the sponsors and all associates, agents and employees from all actions, claims, costs, damages, liabilities, and expenses, including without limitations of the foregoing, all automobile or other vehicular accidents or occurrences, or arising out of or involving Workmen's Compensation or death claims. Event Sponsors are not responsible for any claims of loss, damage or injury to vendor/exhibitor, displays, merchandise, agents or employees. Exhibitor further agrees to abide by any other rules that are deemed necessary conduct of the above event. Any other matters not expressly provided herein shall come under the jurisdiction of the DFP, City and County of Fond du Lac, WI. I grant permission for the Downtown Fond du Lac Partnership to use any photos, videotape, etc. taken of my products or me in any and all publicity and advertising promoting Fondue Fest.

Print Name: _____

Signature: _____ Date: _____

Early registration is encouraged. Deadline is August 2, 2019.

Payments must be received by August 2 to avoid a \$25 late fee & ensure a space is reserved for you. In the unlikely event that your application is not accepted, your payment will be refunded.

March - August: Electronic invoices distributed within two weeks of receipt of application. If you have questions, don't hesitate to ask, otherwise you will not receive additional communication from the DFP regarding your application until August 15.

August 2, 2019: Application deadline. Payment must be received by this date to avoid \$25 late fee and ensure a space assignment.

August 16, 2019: Vendor space assignments distributed electronically.

August 30, 2019: Vendor maps distributed by mail.

Send to:

Downtown Fond du Lac Partnership
131 S. Main Street, Suite 101
Fond du Lac, WI 54935

Please call with further questions:
(920) 322-2006
info@downtownfdl.com

Your application is not complete until payment has been received. Make checks payable to DFP.

Vendors will receive a confirmation email upon receipt of their application.

Emailed and hard copies of vendor space assignments will be sent by August 31.

Please review www.fonduefest.com for responses to Frequently Asked Questions.

Address additional questions to Haley Madson at 920-322-2006 or info@downtownfdl.com.

FOR OFFICE USE:

Application Received _____ / _____ / _____

Entered into system _____ / _____ / _____