

2024 Fond du Lac Fondue Fest Vendor Application Form

Saturday, September 7, 2024, 9am – 5pm

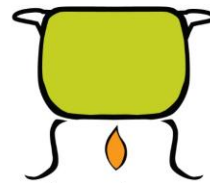
Submission Deadline: August 2, 2024



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<input type="checkbox"/> Returning Vendor	<input type="checkbox"/> Downtown Fond du Lac Business or Event Sponsor
<input type="checkbox"/> New Vendor	<input type="checkbox"/> Non-Profit Organization

Business and Contact Information:

Name: _____ E-mail: _____

Farm/Business Name: _____

Farm/Business Street Address - (Primary point of production – No P.O. Boxes):

Street _____ City _____ State _____ Zip _____

Mailing Address: Same as Street Address

Street _____ City _____ State _____ Zip _____

Personal Phone: _____ Business Phone: _____

Emergency Contact Name: _____ Phone Number: _____

Business website (for marketing purposes): _____

Tax Information:

Wisconsin Seller's Permit Number: 4 5 6 - _____ - _____

Last 4 digits of:

Social Security # _____ **OR** Federal Identification Number (FEIN): _____

Check one box indicating the type of activity you intend to engage at this event:

<input type="checkbox"/> Selling Taxable Merchandise or Service	<input type="checkbox"/> Display Only
<input type="checkbox"/> Selling Exempt Merchandise or Service	<input type="checkbox"/> Exempt under Occasional Sales Rule
<input type="checkbox"/> Direct Sellers, Company Name: _____	<input type="checkbox"/> Non-Profit Organization

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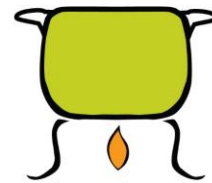
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Product Information:

Please list and describe the items you intend to sell. If you plan a display/information booth only, provide a detailed description of the nature of the display and information. Be specific - the number of duplicate vendors will be limited.

Please note: Food and/or product sampling, and/or giveaway of branded promotional items is allowed; however, the offering of any product for free that may be sold elsewhere on Fondue Fest grounds is strictly prohibited.

NOTE: New art and craft vendor applicants are required to submit 1-2 photographs with their application that best represent product quality and variety. Applications without photos will be disregarded.

Ready-to-eat Food & Beverage Vendors:

Check any certifications, licenses, or permits that your business presently holds and submit copies with your application. Copies of all licenses must be on site during market days.

<input type="checkbox"/> Certified Organic	<input type="checkbox"/> Food Alliance Certified	<input type="checkbox"/> Mobile Retail Food
<input type="checkbox"/> Certified Biodynamic Establishment License	<input type="checkbox"/> Temporary Food Stand License	<input type="checkbox"/> Commercial Feed License
<input type="checkbox"/> Meat Plant License	<input type="checkbox"/> Food Processing Plant License	<input type="checkbox"/> Other:
<input type="checkbox"/> Wisconsin Sellers Permit	<input type="checkbox"/> Certified Naturally Grown	<input type="checkbox"/> Other:

Identify the types of products that you will sell. Check all that apply:

<input type="checkbox"/> Fruits & Vegetables	<input type="checkbox"/> Dairy	<input type="checkbox"/> Arts/Crafts/Services
<input type="checkbox"/> Meat & Seafood	<input type="checkbox"/> Eggs	<input type="checkbox"/> Value Added Food*
<input type="checkbox"/> Nuts & Legumes	<input type="checkbox"/> Plants & Flowers	<input type="checkbox"/> Prepared Food**

* **Value-added** refers to products with two characteristics: The farmers make the foods from raw ingredients and primarily from ingredients that they plant, grow or care for, and harvest. They process the foods through baking, cooking, canning, drying, fermenting, preserving, or spinning techniques (honey, maple syrup, baked goods, jams, dried fruit, viticulture, pickles, wool yard, etc.)

** **Prepared food** refers to products that agriculture or non-agriculture businesses make from ingredients that they primarily purchased. They made the food at the market for immediate consumption (sandwiches, brewed coffee, etc.).

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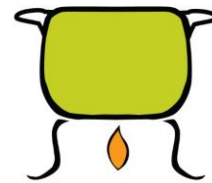
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Vendor Space and Payment Information

Select space qty requests below. 10 linear feet totals one space.

- Downtown Businesses and Event Sponsors – 2 free spaces, max.**

Number of FREE spaces requested (max of 2): _____

Number of ADDITIONAL spaces requested: _____ @ \$25.00 /space _____

- Full Season Farmers Market Vendors – \$25 per 10 linear feet**

Number of spaces requested: _____ @ \$25/space _____

- Food & Beverage Vendors – \$50 per 10 linear feet**

Number of spaces requested: _____ @ \$50/space _____

- Other Vendors (Non-Profits/Direct Sales/Art/Merchandise) – \$25 per 10 linear feet**

Number of spaces requested: _____ @ \$25/space _____

- Electricity access – \$25 per outlet (15 amp)**

Number of outlets requested: _____ @ \$25/outlet _____

- Kids Zone - \$25 – must be a family/child activity***

Number of spaces requested: _____ @ \$25/space _____

- \$25 Late Fee (if submitted after August 2). Enter "1" if fee is due** _____

TOTAL DUE _____

*Kids Zone is open from 9-2 p.m. in the US Bank parking lot on the corner of Sheboygan and Portland Streets, and is designed for vendors who are interested in providing activities specifically geared toward children. Vendors in this area will tear down at 2 p.m.

Space Requests:

- Returning Vendors: Check here if you would prefer the same space as last year.

Space # (if known): _____ *Space assignments are not guaranteed.*

Please list any special requests or needs for your space (i.e. away from smoke) and the reason. If you have a number or spot request, please list it here. Space requests will be considered but are not guaranteed.

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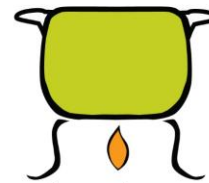
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Application Checklist and Submission:

Your application is not complete until all items are on file with the Downtown Fond du Lac Partnership.

- This application form, completed in full.
- Product Photos (New Art/Craft Vendors Only - See note on page 2)
- Copies of relevant licenses, permits, or certificates as indicated on page 2.
- Full Payment of all vendor fees.

A note on vendor insurance: While vendor insurance is not required, it is **strongly** encouraged.

By signing and submitting this application, Vendor:

1. Agrees to indemnify & hold harmless the Downtown Fond du Lac Partnership, its employees, associates, agents, volunteers, and sponsors, from any and all actions, claims, costs, damages, liabilities, expenses, or any other causes of action which may arise from the operation of the Fond du Lac Fondue Fest, including without limitations, all automobile or other vehicular accidents or occurrences, and/or Workman'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.
2. Agrees to abide by the DFP [Market Policies, Rules & Regulations](#) (available at [downtownfdl.com](#)), and any other rules and/or policies 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.
3. Grants permission for the Downtown Fond du Lac Partnership to use any photos, video, and/or audio captured of Vendor, Vendor booth staff, and/or Vendor products in any and all publications, advertising, and/or marketing activities meant to promote Fondue Fest.
4. Is responsible for following requirements and/or recommendations from the FDL County Health Department regarding temporary food service and understands booth inspections may take place at the event.

Signed: _____ Date: _____

Print Name: _____

Early registration is encouraged. Submission deadline is **August 2, 2024**.

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.

Submit to:

Downtown Fond du Lac Partnership
131 S. Main Street, Ste. 101
Fond du Lac, WI 54935
info@downtownfdl.com

Questions or Concerns:

Megan Sigrist – Director of Communications & Special Events
(920)-322-2006, ext. 2
Megan@downtownfdl.com