



SUBMIT TO:
Wausau Area Events
 426 Third Street
 Wausau, WI 54403
 715/843-0748
 715/843-0938 fax

MERCHANDISE APPLICATION

Check all events you wish to apply for.
 DO NOT send Payment now. You will be invoiced upon acceptance.

| Date | Event | Fee | Check to Apply | Items / Price Range (must be completed) |
|-------------------------------|---|-------|----------------|---|
| Fri. & Sat. July 10 & 11 | Balloon Rally Municipal Airport | \$100 | | |
| Fri. & Sat. August 14 & 15 | Big Bull Falls Blues Fest Fern Island Park | \$100 | | |

ORGANIZATION _____

CONTACT NAME _____

EMAIL ADDRESS (REQUIRED) _____

MAILING ADDRESS _____ **WEBSITE** _____

DAYTIME PHONE _____ **EVENING** _____ **# OF WORKERS** _____

LIABILITY INSURANCE - All exhibitors must be covered by liability insurance. An insurance rider with a \$300,000 minimum coverage which states the following: "Wausau Area Events, Inc., the City of Wausau, their officers, agents, and employees, to be named as additional insured". This certificate of insurance must be received with application.

ELECTRICAL NEEDS – List all electrical equipment you plan to use and include the voltage and amperage required for each. **IMPORTANT: Charges will apply if at the event you require additional electricity.**

Appliances Number of each Voltage Amps

I, the undersigned authorized agent, dutifully swear that I have thoroughly read the rules and regulations on the reverse side and agree to comply. I understand the duties I must fulfill, and the timeframe in which I must fulfill them to vend at Wausau Area Events, Inc. events.

Vendor Signature _____ **Date** _____

OFFICE USE ONLY

ELECTRICAL DEPOSIT _____ DATE RECEIVED _____
 PAYMENT _____ INSURANCE RIDER _____ PROCESSED BY _____



MERCHANDISE VENDORS – RULES & REGULATION

- 1.) **SELECTION PROCESS:** All festivals are produced by Wausau Area Events, Inc.. Each Event has a committee that takes an active role in the selection of all merchandise vendors participating in the events. We select vendors based on the type of products offered, quality of the presentation, and the vendor's experience with selling merchandise at these types of events. Our goal is to have a balance and variety of high quality products offered to the public at each Event. We do not guarantee exclusivity of product.
- 2.) **INTERPRETATION AND ENFORCEMENT OF RULES** – Each vendor shall comply with the following rules and regulations, in addition to complying with any and all statutes of the State of Wisconsin and the City of Wausau pertinent to maintenance and fire safety. Wausau Area Events shall have the right to interpret the following rules and regulations.
- 3.) **CONDUCT** - Wausau Area Events, Inc. hosts family oriented events. You are responsible for controlling your employees, and all vendors must conduct themselves in a courteous and polite manner. Our image is important to us, and by following these simple procedures, you will be benefited. Any violation of these rules and regulations shall result in a single warning and then a forfeiture of all rights of participation in the event.
- 4.) **LIABILITY INDEMNITY** – Vendor covenants that it will protect, defend hold harmless and indemnify Wausau Area Events, their directors, officers, agents, employees and volunteers from and against all expenses, claims, actions, liabilities, attorney's fees, damages, and losses of any kind whatsoever, actually or allegedly, resulting from or connected with the participation as a Vendor in the event. Wausau Area Events shall not be liable for any loss or damage to any merchandise or personal property in or about the Vendor's booth, regardless of the cause of such loss or damage. An insurance rider must be provided. See application for specific information.
- 5.) **BOOTH SETUP/REMOVAL** – Vendor will be permitted to setup on the following dates, concurrent with the following events:
Balloon Rally Setup: Friday, July 10 by 3:00pm, Removal: Must be on Sunday, July 12
Blues Fest Setup: Friday, August 13th by 2:30 Removal: Must be on Sunday, August 16
- 6.) **CLEANUP** – Vendor's booth must be kept clean. All refuse, rubbish, and garbage must be deposited in containers provided. **You are responsible for removing all debris and cooking materials (coals, etc.) from the site. Charges will be applied if space is not cleaned.**
- 7.) **MERCHANDISE** – At no time shall Vendor display for sale or otherwise materials which the sole judgment of the Wausau Area Events Board shall be deemed obscene, dangerous, or unlawful. Additionally, no Vendor shall be permitted to sell raffle tickets.
- 8.) **CANCELLATION** – Vendor shall notify Wausau Area Events in writing of intent to cancel this contract no later than May 1st, 2009, in order to receive a 50% refund. Cancellations after May 1st are not eligible for a refund.
- 9.) **ACCESS TO THE GROUNDS** – Access to the grounds will be as follows, per event:
Balloon Rally: One parking pass and wristbands for workers. **Big Bull Falls Blues Fest:** One parking pass for Fern Island, along with wristbands for workers. Workers will not be admitted to event grounds without a wristband. If you are chosen as a merchandise vendor, we will request a list of your intended workers three weeks prior to the event.
- 10.) **ELECTRICITY** – Vendor shall indicate on the contract electrical needs for each festival. Due to power limits, the city electrical inspector will review all vendor contracts and approve the power provided to each vendor. NOTE: in the past we have experienced problems with vendors who have used more power than they initially requested. This trips breakers and causes many problems and delays that need to be avoided. A \$50 DEPOSIT WILL BE REQUIRED PER EVENT.

-OVER-

ELECTRICAL continued

Wausau Area Events is charged by the city each time electrical is called because of electrical issues. If your booth experiences electrical issues due to lack of planning or additional appliances used, the cost would come out of your deposit. Your deposit will be returned to you at the end of September, 2009.

11.) ACCESS TO LOCATION DURING EVENT

During the actual festival, you will **not** be allowed to operate a motor vehicle to and from your vending location. This means you must stock your supplies in advance & make suitable arrangements to operate your space without traveling across Festival grounds.

Given the large number of persons expected to attend, this rule must be enforced.

12.) EVENT SCHEDULE – Merchandise shall be available for the duration of event hours for the following events:

Balloon Rally: 7/9 5:00pm-10:00pm, 7/10 5:00pm-10:30pm, 7/11 10:00am-10:30pm

Blues Festival: 8/15 4:00pm–11:00pm & 8/16 12:00pm-11:00pm.

Please note times are subject to change. Written notification will be provided.

13.) EXCLUSIVITY - Wausau Area Events, Inc. is unable to guaranty any exclusivity or restrictions on the number of vendors or the type of products sold unless negotiated in advance. You will be assigned a space based upon the judgment of our staff, and no locations are guaranteed. We will do our best to provide you with a convenient and suitable space for the sale of your products.

14.) SECURITY - Wausau Area Events will provide for our events. However, it is the Vendor's responsibility for the protection and safeguarding of valuables and release Wausau Area Events from any losses.

If you have any questions, contact the Wausau Area Events office.

426 Third Street

Wausau WI 54403

715/843-0748

715/843-0938 fax

karir@wausauareaevents.org

www.wausauareaevents.org



January 9, 2009

Dear Merchandise Vendor:

Greetings! We hope your holiday season was enjoyable. At Wausau Area Events this is our downtime as far as events go, but this is when all of the pre-planning happens for the year!

Balloon Rally

Friday, July 10th & Saturday July 11th

Big Bull Falls Blues Fest

Friday, August 14th & Saturday, August 15th

We ask that you review the enclosed Rules & Regulations (two-sided), which is included with the packet. Keep a copy for your records. Please complete the enclosed contract, and return with insurance rider by **February 1st, 2009.**

VENDOR agrees to:

- ✓ Complete & sign Merchandise Vendor Contract
- ✓ Provide an insurance rider (\$300,000 minimum coverage) which includes the specific statement listed on application. This must be sent with your completed application.
- ✓ Be available for a Vendor Meeting for each event. You will be contacted with dates and times of these meetings.

New for 2009: In the past we have experienced problems with vendors who have used more power than they initially requested. This trips breakers and causes many problems and delays that need to be avoided. We are now requiring a **\$50.00 ELECTRICAL DEPOSIT PER EVENT.** Wausau Area Events is charged by the city each time electrical is called because of electrical issues. If your booth experiences electrical issues due to lack of planning or additional appliances used, the cost would come out of your deposit. Your deposit will be returned to you at the end of September, 2009.

After we have received your application, you will be notified via letter if you have been approved as a vendor by March 1st, 2009. An invoice and acceptance letter will be sent to you. **Payments will be due by March 31st. No exceptions.** Application acceptance will be terminated if payment is not received on time.

If you have any questions about the event or your participation in it, please feel free to contact the Wausau Area Events office.

Sincerely
Wausau Area Events Staff
715-843-0748