



**SUBMIT TO:**  
**Wausau Area Events**  
 316 Scott Street  
 Wausau, WI 54403  
 715/843-0748  
 715/843-0938 fax

# FOOD VENDOR APPLICATION

Check all events you wish to apply for.  
 DO NOT send Payment now. You will be invoiced upon acceptance.  
*\$100 Electric Deposit Fee per event is required.*

Date	Event	Fee	Check to Apply	Menu Items / Cost (must be completed)
Friday June 11	Summer Kick-Off 400 Block, Downtown	\$100		
Thurs. - Sat. July 8-10	Balloon Rally Municipal Airport (note: no meat products)	\$375		
*Thurs. – Sat. August 19-21 *note add'l day	Big Bull Falls Blues Fest Fern Island Park	\$350		
Saturday September 25	Harvest Fest *Oak Island Park *note different location than 2009	\$100		

**ORGANIZATION** \_\_\_\_\_

**CONTACT NAME** \_\_\_\_\_

**EMAIL ADDRESS (REQUIRED)** \_\_\_\_\_

**MAILING ADDRESS** \_\_\_\_\_ **WEBSITE** \_\_\_\_\_

\_\_\_\_\_ **Interested in selling soda at events Y / N**

**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** – Fill out attached FOOD & BEVERAGE Stand Registration Worksheet. This MUST be completed or your application will not be considered. "Same electrical needs as last year" will **NOT** be accepted.

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 \_\_\_\_\_  
 PAYMENT \_\_\_ INSURANCE RIDER \_\_\_\_\_

DATE RECEIVED \_\_\_\_\_  
 PROCESSED BY \_\_\_\_\_



## FOOD VENDORS - RULES & REGULATIONS

- 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 food vendors participating in the events. We select vendors based on the type of foods offered, quality of the presentation, and the vendor's experience with selling food at these types of events. Our goal is to have a balance and variety of high quality foods 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:  
**Summer Kick-Off** Setup & Removal will be Friday, June 11<sup>th</sup>.  
**Balloon Rally** Setup: Wednesday, July 7 by 3:00 or Thursday, July 8 by 12:00pm  
Removal: Must be on Sunday, July 11  
**Blues Fest** Setup: Wednesday Aug. 18 by 3:00 or Thursday, Aug. 19 by 12:00pm  
Removal: Must be on Sunday, August 22  
**Harvest Fest** Setup: Friday, September 24 by 3:00 Removal: Saturday, September 25
- 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 1<sup>st</sup>, 2010, in order to receive a 50% refund. Cancellations after May 1<sup>st</sup> 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 food vendor, we will request a list of your intended workers three weeks prior to the event.

**-OVER-**

- 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 \$100 DEPOSIT WILL BE REQUIRED 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, 2010.
- 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.) **HEALTH DEPT. INSPECTION** – Vendor may be subject to an inspection by the Marathon County Health Department. If you have any questions regarding the Health Department requirements or licenses, please contact Krystal Knapp at 715/261-1919.
- 13.) **EVENT SCHEDULE** – Food shall be available for the duration of event hours for the following events: Summer Kick-Off: 6/11 5:30pm-10:30pm  
Balloon Rally: 7/8 4:00pm-10:00pm, 7/9 4:00pm-10:30pm, 7/10 10:00am-10:30pm  
Blues Festival: 8/19 5:00pm-10:00pm 8/20 4:00pm–11:00pm & 8/21 12:00pm-11:00pm.  
Please note times are subject to change. Written notification will be provided.
- 14.) **RESTRICTED PRODUCTS** –Wausau Area Events retains the right to sell all drink products at ALL events. If you are interested in selling beverages you **MUST** contact the Wausau Area Events office. Wausau Area Events has exclusivity with Coca-Cola. All beverage sales will be handled through Wausau Area Events. No tobacco is permitted to be sold unless negotiated in advance.
- 15.) **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.
- 16.) **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.

Kari Rasmussen  
Director  
316 Scott Street  
Wausau WI 54403  
715/843-0748  
715/843-0938 fax  
[karir@wausauareaevents.org](mailto:karir@wausauareaevents.org)  
[www.wausauareaevents.org](http://www.wausauareaevents.org)



February 12, 2010

Dear Food Vendor:

Greetings! We appreciate your interest in becoming a food vendor at one or more of our events. Here is our

<i>Summer Kick-Off</i>	<i>Friday, June 11<sup>th</sup></i>
<i>Balloon Rally</i>	<i>Thursday, July 8<sup>th</sup>, Friday, July 9<sup>th</sup> &amp; Saturday July 10<sup>th</sup></i>
<i>Big Bull Falls Blues Fest</i>	<i>Thursday August 19<sup>th</sup>, Friday, August 20<sup>th</sup> &amp; Saturday, August 21<sup>st</sup></i>
<i>Harvest Fest</i>	<i>Saturday, September 25<sup>th</sup></i>

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 **March 15<sup>th</sup>, 2010.**

VENDOR agrees to:

- ✓ Complete & sign Food Vendor Contract
- ✓ Complete Food & Beverage Stand Registration Worksheet
- ✓ Obtain proper food licenses and comply with state and local health department regulations
- ✓ 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.

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 **\$100.00 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, 2010.

After we have received your application, you will be notified via letter if you have been approved as a vendor by March 30<sup>th</sup>, 2010. An invoice and acceptance letter will be sent to you. **Payments will be due by April 15<sup>th</sup>. 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  
Kari Rasmussen  
Director  
Wausau Area Events  
715-843-0748  
715/843-0938 fax

