

Merrimac Community Festival – 2018

Saturday, August 4

This application is due postmarked by July 14, 2018. Fill in applicable section/s that apply to you, make check payable to: Village of Merrimac and mail to Village of Merrimac, 100 Cook St., Merrimac WI 53561. Form may also be emailed to merrimac@merr.com, with check mailed no later than July 14th to reserve your booth space.

SPONSOR DONORS: Send your sponsorship check to the above address with the following information:

Name _____ Phone number (include area code) _____

Address _____ City _____ State _____ Zip _____

Email address _____ Website (if any) _____

RAFFLE DONORS: Send this form to the above address with the following information: A brief description of the raffle item(s) including an estimated or actual value: _____

Name _____ Phone number (include area code) _____

Address _____ City _____ State _____ Zip _____

Please drop off raffle items at the Village Hall, 9am to 3pm, between July 16-30th or contact us at 493-2122 for pick up.

VENDOR BOOTHS: Food booths may operate from 11am-8pm. Other booths operate from 10am to 4pm. Send your fee check to the above address with the following information:

Brief description of items to be sold _____

Address _____ City _____ State _____ Zip _____

Email address _____ Website _____

Food vendor fee (for non-profit/not-for-profit organizations) _____ 40% of festival-day net profits \$ _____

Food vendor fee ("for-profit" businesses) _____ \$65 + 20% of net profits \$ _____

10x10' arts/crafts vendor booth space(s) _____ \$35 each enclosed \$ _____

10x10' arts/crafts vendor booth space(s) under the "big tent" _____ \$50 each enclosed (Ltd # avail.) \$ _____

8 foot table(s) rental _____ \$15 each enclosed (Ltd # avail.) \$ _____

TOTAL FEES (must be paid with this application and are non-refundable) TOTAL FEES: \$ _____

Vendor Agreement

Booth items must be appropriate for both children and adults to view.....this is a family event.

The festival committee reserves the right to decline a proposed vendor's participation.

Each vendor will be responsible for preparing, setting up, staffing and removing his or her booth.

Booth areas are 10 feet by 10 feet – the committee advises booths to have an awning or cover if at all possible.

Booth location assignments will be made by the festival committee. Space fee is \$35 each – vendors may rent more than one space – space under the big tent is an additional \$15 - 8 foot tables may be rented for \$15 each (handling fee).

This festival will be held rain or shine on August 4.....there will be NO fee refunds.

Vendors bring booth items to the festival and participate at their own risk.

The festival committee or the Village of Merrimac is not liable for the loss or damage of booth items.

Chicken BBQ vendor serves from 11am-3pm; food vendors should indicate their planned serving period, from 11am-3pm or 4-8pm; pre-coordination with festival committee is desired; food booth take down must be completed by 8:30pm.

Other booth registration and set up to start by 9 am; must be ready to sell by 10am; take down no later than 8pm.

Vendors will allow the festival committee to use booth information or photos for festival promotional purposes.

Request non-food vendors donate an item to the raffle, in advance of festival date if possible, or by 9am on festival day.

I hereby agree to all requirements and fees aforementioned on this application form:

Vendor Signature _____ Date _____

I would like to volunteer 2 hours of my time to help with festival set-up or operations on 8/3/18, or 8/4/18 (circle date).

You can count on my help! Name _____ Phone # _____