

**Vendor Information & Registration – Fall Fest**

 Location: Old Settlers Park in Downtown West Bend

 Date: Friday October 27, 2023, from 5 p.m. -7 p.m.

 Space Size: 10x10 ft outside business space

 Cost: $50

Set-up, Hours, Teardown: Set-up may begin at 3:30 pm. You must be completely set up by 5pm when participants start arriving. Teardown may begin at 7:00 pm and the streets will be opened to traffic again at 8:00 pm.

 Space usage: Your booth may be used to promote your organization, distribute literature and samples, and services. (Proper permits for your business are required and your responsibility to obtain) You must also include a kid’s activity that is free of charge to the event participants.

 Event Contact: For any questions, contact Tomasa Lane, Events Coordinator at (262) 338-3909 or via email at: events@downtownwestbend.com

* Due to limitations on available space, we cannot guarantee booth space for all applicants.
* Priority for space will be given on a first come, first served basis. Priority will be given to our downtown businesses.
* The Downtown West Bend Association reserves the right to allow or deny any application.
* Booth numbers and location will be assigned at the discretion of the Downtown West Bend Association.
* All booths must remain in place and be occupied during the total operating hours of the event unless other arrangements have been approved by the Downtown West Bend Association.
* All activity of your booth must be conducted within the space limitations of your booth. Distribution of literature must take place within your space.
* Exhibitor provides all necessary equipment such as chairs, tables, tablecloths, and canopies.
* Vendors are responsible for obtaining all licenses and permits required for the sale of their product.
* Vendors are responsible for their own insurance.
* Event held rain or shine. No refunds due to inclement weather or cancellation of event. No rain dates.
* If you are admitted and are not present, you forfeit your vendor fee and are subject to not returning to future events.



**APPLICATION FOR SPACE – OCTOBER 27, 2023 – FALL FEST**

**Must be handed in no later than September 29th to be listed/printed in our marketing materials.**

Business Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_State: \_\_\_\_\_\_\_\_\_\_Zip Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Website: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cellphone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of Business: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What will you be providing at the event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\_\_\_\_\_\_ $50.00 10x10 foot outside space, selling product (limited spaces)

\_\_\_\_\_\_ $20.00 + Candy Donation – Sponsor Only - but will not be able to make the event. This will go towards candy handed out by the DWBA and you will be recognized as a sponsor.

\_\_\_\_\_\_ $20.00 + Prize Donation – Sponsor Only – but will not be able to make the event. This will go towards prizes handed out by the DWBA and you will be recognized as a sponsor.

\_\_\_\_\_\_ $50.00 Game Sponsorship (3 available) Please see attached games

\_\_\_\_\_\_ $100.00 Game Sponsorship (2 available) Please see attached games

**The above games will be displayed by the DWBA during the event, and you will be recognized as a sponsor.**

Please make your check payable to: **Downtown West Bend Association**, your application will not be accepted or given a priority date unless you include payment in full.

I have read and agree to the terms of the enclosed Downtown West Bend Association Fall Fest Rules and Regulations

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Return this signed agreement with payment to:** Downtown West Bend Association

Attn: Tomasa Lane, Events Coordinator

120 N Main Street, Suite 120

West Bend, WI 53095