

PARK ART FAIR

MARY PARK · NEW RICHMOND · WISCONSIN

Park Art Fair Food Booth Requirements & Registration

Park Art Food Vendor Application Form

Contact Name _____

Group Name _____

Address _____

City _____ State _____

Zip _____

Phone () _____

Email _____

Tax ID # _____

Insurance Agent: _____

Insurance Carrier: _____

Policy #: _____

- Certificate of Insurance Enclosed
- Certificate of Insurance Being Mailed
- \$95 per booth enclosed
- Menu Attached on a separate sheet

**Applications encouraged by April 30, 2019.
NO REFUNDS AFTER MAY 15, 2019**

I have read and agree to comply with the Park Art Fair food vendor policy and information. Specifically, I understand that there is only 40 amps of power for each food booths and that all food booths must meet state health code. I hereby indemnify the New Richmond Area Chamber of Commerce, the City of New Richmond and all other sponsors of this event.

_____/____/____
Signature Date

Booth Fee: Booth fee for the 2019 Park Art Fair food vendor is \$95 for a 10'x20' space.

Eligibility and Limited Space: Space preference will be given to Chamber members and those that had a booth in 2018. Space is limited to 14 vendors.

Food Items Sold: We try to give each food vendor an exclusive menu item. Exclusivity will be granted based on receipt of the vendor application to the Chamber office. Please contact the Chamber to see what menu items have been reserved. Attach your proposed menu to the application with prices on a separate sheet of paper or email it into us.

Power Limitations (IMPORTANT!): The Mary Park festival area has a very limited supply of power. There are FOUR booth spaces that will have access to TWO standard 110 volt plugs for the operation of their booth, those will go to non-profit Chamber members first and then those that had a booth in 2018. Plan on using generators and heating dishes which use gas or sternos.

Water: There is access to water from a hose attached to a fire hydrant in the Food Booth area. Please bring a method to carry the water to your site.

Insurance: All food vendors are required to provide the Chamber with proof of liability insurance **naming the NRACC & VB as additionally insured!** This will be strictly enforced and must be received by 05/15/19. The food vendor agrees to hold harmless the NRACC & VB, the City of New Richmond and all other festival sponsors from damages and liabilities resulting from

theft, fire, vandalism, act of God, crowd unrest, and claims arising from a third party.

Health Code: It is the responsibility of each food booth to meet all Wisconsin and St. Croix County health codes relating to concession stands. It is important to keep hot food at 140° or above to stop bacterial growth. Store cold food at 40° F or below. Maintain a clean booth and provide hand-washing facilities for your volunteers. For answers to health code questions please call Public Health at 715-246-8361. There will be water available on site.

Sponsor Issues: The Chamber will be the exclusive provider of soda, beer, wine and bottled water in the festival area. All other booths may serve juice, milk, or non-soda beverages made from powder or concentrate, i.e. lemonade or ice tea. All beverages must be served in cups with no logos or only the logo of the festival's soft drink sponsor (Pepsi). In addition, no logos of any product that is a competitor of any major sponsor can be displayed on any booth, signage, posters, etc. For the food booths this primarily involves soft drink and beer sponsors. The food booths are located adjacent to the Chamber's tent that sells soda, beer, wine and bottled water.

Set-Up: Food vendors may begin setting up Thursday, June 6th at 2:00 p.m. and again at 8:00 a.m. on Friday, June 7th.

Parking: Food vendors may park in the gravel lot immediately south of the Mary Park arch. You must re-stock your booth Sat. morning before the fair starts as no cars will be allowed in the park once it opens. **NO vehicles are allowed to park inside the Festival Grounds.**

Garbage: Each food booth will be required to bring two garbage cans to have by their booth. A dumpster will be on site for you to use, but it is your responsibility to bring the garbage there.

Warranties: While the Park Art Fair committee, NRACC & VB, and other festival sponsors will make every effort to produce a successful event, they cannot warrant the level of attendance, weather conditions, sales or any circumstances beyond their control. ***Please share the event on Facebook and invite your customers to visit you at the Fair!***

Park Art Fair Schedule (subject to change)
Thursday, June 6th, 2019

2:00 pm Food Vendors May Begin Set-Up

Friday, June 7th, 2019

8:00 am Vendor Set-Up Begins for the Day

4:00 pm Park Art Fair Opens to the Public and Concession Sales Begin.

9:00 pm Art Fair Closes and Vendor May Resume Set-Up In Arts Area

Saturday, June 8th, 2019

6:00 am Art Vendor Set-Up Begins

9:00 am Park Art Fair Opens

10:00 am FREE Family Activities begin

4:00 pm Art Fair Concludes Food vendors can stay open as late as they feel is profitable for them. Artists may want to eat as they finish takedown!

Park Art Fair will be a **Frontier Wireless Internet Hot Spot!** Bring your computer to the Fair and take advantage of the mobile capability. This service is included in your booth registration fee.



Detach and mail entry form to: Park Art Fair, NRACC & VB
245A South Knowles Avenue, New Richmond, WI 54017
OR Register on-line: www.newrichmondchamber.com
715-246-2900 | info@newrichmondchamber.com