

# Manawa Fall Festival 2020

## 2<sup>nd</sup> Avenue -Downtown Manawa

### SATURDAY, October 3rd, 2020; 9AM-2PM

Applications for vendor spaces are considered on a first come first serve basis. Vendor applications with payment are due by September 25th, 2020. Please read and follow the instructions below. By submitting this application you agree to all of the vendor rules and responsibilities.

1. Please fill out the application completely.
2. Vendors must be at the Manawa Fall Food & Craft Festival from opening (9am) to closing (2pm) – no early take downs.
3. NO SHOW = NO REFUND.
4. This is an outdoor, open-air event. There will not be a rain date and no fees will be refunded. Vendors are responsible for providing their own tent, tables, etc. and use weights to secure. Very limited electricity is available.
5. Spaces are limited and only 1 vendor per company is permitted. We do not hold spaces, so getting the application and fee in as **quickly** as possible is the only way of securing your spot. Confirmations are made by email or phone regarding your application. The Manawa Chamber reserves the right to reject or accept any application.
- 6.. If it rains the event will be relocated to Manawa Elementary School. You will receive notice if this were to happen. Please have the correct information below so that we can get ahold of you.

### VENDOR APPLICATION - MANAWA FALL FESTIVAL

**Vendor Information:**

Owners Name \_\_\_\_\_ DbA \_\_\_\_\_

Email address: \_\_\_\_\_ Phone/Cell: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Booths:**

Booth Type	# of spaces renting	Booth Base Fee	Add Electrical	Type of Arts/Craft Presenting:	Total for Booth – check payable to Manawa Chamber of Commerce
<b>Craft</b>		\$30	\$10		\$
				<b>Specific Foods being sold</b>	<b>\$</b>
<b>FOOD*</b>		\$30	\$10		

Total: \_\_\_\_\_ Make Checks payable to: Manawa Chamber of Commerce

Mail form and fees to:

Manawa Chamber - Fall Festival  
 c/o Brooke Schuelke  
 P.O Box 221  
 Manawa, WI  
 54949

Questions? Contact Brooke Schuelke at 920-538-6442 or [manawachamberofcommerce@gmail.com](mailto:manawachamberofcommerce@gmail.com)

## **MANAWA FALL FESTIVAL RULES & INFORMATION** **2<sup>nd</sup> Ave Downtown Manawa – October 3rd; 9am - 2pm**

### **Vendor Rules and Responsibility, and Safety requirements:**

1. Set – Up is from 7am – 8:45am. Arrive and be setup ready to sell by 9am. Check-in with the Festival Manager for vendor space assignment and directions as necessary.
2. Vendors are responsible for providing their own tables, tents, racks and chairs, for their assigned space.
3. Any awnings, tents, or canopies will be secured by a means that **DOES NOT require stakes** or posts to be driven into the ground. (Weighted milk jugs are great!)
4. Any extension cords will be in good condition and be protected from becoming a trip hazard to customers and other vendors. Power strips with shut off and breaker are required in the vendor space if electricity is being used for anything.
5. Generators will be operated in a safe manner. All fueling will accomplished before arriving to setup. **Grease may not be dumped down storm drains – violators will be fined.**
6. Vehicle(s) offload at booth site and then must move to designated vendor parking areas by 8:45am.
7. Pets are prohibited.
8. Items prohibited are: Automobile parts containing fluids, hazardous materials, etc.
9. Vendors are responsible for obtaining all required license and permits, complying with all rules and regulations, including Department of Health, regarding sale of your products, and collecting/filing required sales taxes.
10. Vendors will provide trash receptacles for their space and remove all trash and debris from their booth and surrounding at the end of the day.

**NOTE** – We will be advertising on social media! If you would like to be mentioned on our Facebook page please send a story about yourself and your craft, how you got started, etc. You can send this information with your application or email to [manawachamberofcommerce@gmail.com](mailto:manawachamberofcommerce@gmail.com). We will take stories until October 1st, 2020. If you can email pictures of your business/ crafts also, even better!

Share this event with your social media too!