

Manawa Fall Festival 2023
2nd Avenue -Downtown Manawa
SATURDAY, October 7th, 2023; 9AM-2PM

Applications for vendor spaces are considered on a first come first serve basis. Vendor applications with payment are due by September 22nd, 2023. 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 Festival from opening (9am) to closing (2pm) – no early takedowns.
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, sides for your tent etc. and use weights to secure. At this event it is usually colder. Prepare for it to be cold and dress in layers and bring what is necessary! Very limited electricity is available.
5. Spaces are limited and only 1 vendor per company is permitted. This is a 10x10 vendor space. We do not hold spaces, so getting the application and Fee in as quickly as possible to The Manawa Chamber is the only way of securing your spot. The Manawa Chamber reserves the right to reject or accept any application.
6. If it rains in the past the event was relocated to Manawa Elementary School. Due to circumstances this may not be possible! You will receive notice if this were to happen. Watch your emails for updates, otherwise plan accordingly!

Please have the correct information below so that we can get a hold of you. Please, write CLEARLY!

VENDOR APPLICATION - MANAWA FALL FESTIVAL

Vendor Information:

Owners Name _____ Dba _____

Email address: _____ Phone/Cell: _____

Mailing address: _____

City: _____ State: _____ Zip: _____

Do you have a business Facebook page? If yes, _____

Do you need electricity? (**\$10 if needed**) _____ Only a few outlets available!

Booth Type	# of Spaces Renting	Booth Fee	Type of Art / Craft / Food	Total for Booth
Direct Sales / Craft		\$35		
Food		\$35		

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

Only return this page filled out completely!

MANAWA FALL FESTIVAL RULES & INFORMATION

2nd Ave Downtown Manawa – October 7th; 9am - 2pm

Vendor Rules and Responsibility, and Safety requirements:

- 1. Set – Up is from 7am – 8:45am. DO NOT arrive before this time. Arrive and be set up to sell by 9am. You will receive a number through email a day or two before the event and that is where you will be located!** Please, be patient with receiving your email with your vendor number and all the details for the day of the event. This process takes a lot of time. Check-in with the Festival Manager **FIRST** for vendor space assignment and directions as necessary.
- 2. Vendors are responsible for providing their own tables, tents, sides for the tent, 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 or sand bags!)**
- 4. For those who have paid for electricity. 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 be accomplished before arriving to set up. Grease may not be dumped down storm drains – violators will be fined.**
- 6. Vehicle(s) offload at booth site first and then must move to designated vendor parking areas immediately!** When you get back from parking your vehicle you may set up. This must all be done by 8:45am. This will eliminate a lot of traffic and allow other vendors next to you to get into their spot too. PLEASE, drive slow!! Do not drive fast down the closed road to get to your booth!! It is recommended to bring a cart / wagon to put your belongings in if you are late or unable to carry.
- 7. Pets are prohibited.**
- 8. Items prohibited are: Automobile parts containing fluids, hazardous materials, etc.**
- 9. Vendors are responsible for obtaining all required licenses 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, your craft/ direct sale/ food and how you got started, etc. You can send this information with your application or email it to manwachamberofcommerce@gmail.com. We will take stories until October 5th, 2023. If you can email pictures of your business/ crafts also, even better! Share this event with your social media too!