

**2022 Downtown Manawa's Sidewalk Sale
 Bridge Street, Manawa, Wisconsin
 SATURDAY, June 4th, 2022; 9AM-2PM**

Applications for vendor spaces are considered on a first come first serve basis. Vendor applications with payment are due by May 27th, 2022. 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's Sidewalk Sale from opening (9am) to closing (2pm) – no early takedowns.
3. NO SHOW = NO REFUND.
4. This is an outdoor, open-air event on the sidewalks. There will not be a rain date and no fees will be refunded. Vendors are responsible for providing their own 10x10 tent OR smaller tent, tables, sides for your tent etc. You must use weights to secure your tent.
5. Spaces are limited and only 1 vendor per company is permitted. We do not hold spaces, so getting the application and Fee as quickly as possible to The Manawa Chamber is the only way of securing your spot. Confirmations are made by email regarding your application. The Manawa Chamber reserves the right to reject or accept any application.
6. The sidewalks are 14 feet wide. There must be 4 feet between your tent / space and the end of the sidewalk for pedestrians to walk!! There will be no extra room for a tent bigger than a 10x10. Do not block an alley or crosswalk!
7. This event will be happening during Manawa's City Wide Rummage Sale! We want to bring more fun and business downtown during this event!

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

VENDOR APPLICATION - MANAWA FALL FESTIVAL

Vendor Information:

Owners Name _____ Db a _____

Email address: _____ Phone/Cell: _____

Mailing address: _____

City: _____ State: _____ Zip: _____

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

No electricity available!

Booth Type	# of Spaces Renting	Booth Fee	Type of Art / Craft / Food	Total for Booth
Direct Sales / Craft		\$10		
Food		\$10		

Total: _____ Make Checks payable to: Manawa Chamber of Commerce

Mail form and fees to:

Manawa Chamber - Street Sale
 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!

2022 Downtown Manawa's Sidewalk Sale

Downtown Manawa Sidewalks – June 4th; 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 and map through email a day or two before the event and that is where you will be located! Check-in with the Festival Manager **FIRST** for vendor space assignment and directions as necessary before you set up!
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!). They will not exceed a 10x10 space!! Some spaces are smaller too if you don't need as much space!! If you can use a smaller area for your items, please let Brooke know!!
4. This event is on the main drag. It is considered a highway. Vehicle(s) offload at booth site first on the streets and then must move to designated vendor parking areas **immediately!** Do not park poorly, vehicles still need to use the road to drive by. When you get back from parking your vehicle off of the main drag, you may set up. DO NOT use or block an alley or crosswalk with your vehicle! 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!! The road will not be closed like our Fall Festival! It is recommended to bring a cart / wagon to put your belongings in if you are late or unable to carry.
5. Items prohibited are: Automobile parts containing fluids, hazardous materials, etc.
6. 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.
7. 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.
8. Please, be respectful of our local businesses on the sidewalks! They may also be having a sale outside of their business! They will have first dibs in front of their own business. Each vendor will be located so that you will not be in another business area unless they decide not to do a sale and or Brooke has permission to have a vendor out front.

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 manawachamberofcommerce@gmail.com. We will take stories until May 27th, 2021. If you can email pictures of your business/ crafts also, even better! Share this event with your social media too!