



**VCL Mental Health and Wellness Fair
Vendors/Sponsors Application
May 13, 2023**

Vendor Name: _____

Contact Name: _____

Mailing address: _____

Phone: _____

Email: _____

*****PLEASE CONTACT VCL for pipes and drapes details*****

Application is due no later than April 14th Application places your booth on hold until payment is made.

Please send signed application and payment by mail. Payments must be send via check or money order made out to; Vang Council of La Crosse.

Vang Council of La Crosse,
1601 Caledonia Street Suite F
La Crosse, WI 54603.

Hereby agree to the following:

The Vendor will rent a space from Vang Council of La Crosse at the Omni Center at 255 Riders Club Rd, Onalaska, WI 54650 on **Saturday, May 13th from 11:00am to 3:00pm**. Setup will begin Saturday morning at 9:00am to 10:30am, with tear-down beginning at 3:00pm. **Vendors are required to check in with VCL staff upon arrival. No exceptions. Check-in will be located inside at the entrance to the arena.** Any questions and/or concerns, please contact VCL at 608-668-2006.

Please check ONE of the Premium Vendor/Sponsor Packages below:

\$200 Package

4 X 6 booth, 2 VCL meal vouchers,
logo/name on VCL website

\$400 Package

10x10 booth, 2 VCL meal vouchers, logo/name on 5 VCL
customize Bingo cards, promoted flyer, and on VCL website

\$1000 - \$1500 Package

10x10 booth, 2 VCL meal vouchers,
logo/name on 5 VCL customize Bingo
cards, promoted flyer, and on VCL
website, and business card/ flyer inside
gift bags

\$1600-\$3500 Package

10x10 booth, 3 VCL meal vouchers,
your logo/name on 10 VCL customize
Bingo cards, promoted flyer, and on
VCL website, business card/ flyers
inside gift bags, and your logo/name on
a banner for display

\$3600-\$5000 Package

10x10 booth, 4 VCL meal vouchers,
logo/name on ALL VCL customize
Bingo cards, on VCL promoted flyer,
on VCL website, business cards/flyers
inside gift bags, on a banner for display,
and 5-7 minutes of stage presentation

Please check if electricity is required to run booth space.

The event committee (Vang Council of La Crosse) will provide venues, liability insurance, and multiple forms of advertisement for the event. Event staff are permitted to take photographs of the booth and vendors for promotional purposes.

- Booth spaces will be provided.
- Booth numbers, building layouts, and vital information will be posted on VCL's website and Facebook page for vendors to access prior to event.
- VCL cannot guarantee the amount of attendance or number of shoppers at the event.
- If the event is canceled by Vang Council of La Crosse, a refund will be issued via check.

The vendors agrees to abide by the following: (READ CAREFULLY)

- If vendor cancels their attendance a refund will not be given.
- Vendors are required to check in with VCL upon arrival, no exception.
- You must set up on time before event begins and clean up your area once event ends at 3:00 PM.
- You must also advertise and promote the event to the best of your ability as show attendance is reliant on advertisement by fair committee and the vendors who attend.
- You may only bring the items/products that were previously disclosed to fair committee.
- Vendors must keep open communication with VCL leading up to the time of the event.
- Vendors must post booth numbers during show hours where they are visible on their tables and return the booth numbers to staff at the end of the event.
- Final booth number will be the permanent space provided to vendor. Do not ask to be moved to a different booth number/space on the of the event as the result cause a domino affect of requiring multiple vendors to relocate in order to please on individual.

Please list all items you are bringing to the health fair. Please write clearly and give as much details as possible:

I agree to hold harmless VCL Mental Wellness and Health Fair Event from any injuries to myself, people working for me or any damage or loss to any of my property. In witness to their agreement to the terms of this contract, the parties affix their signatures below.

Signature _____ **date** _____