



Vendor Application

Hosted by: Village of DeForest Parks and Recreation Department

www.vi.deforest.wi.us

Contact Information

Name of Business: _____ Contact Person: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Business Phone: _____ Cell Phone: _____

Email: _____ Website: _____

Facebook/Instagram: _____ Twitter: _____

About Your Business _____ Food Truck _____ Food Stand/Booth

Truck/Trailer Dimensions Height: _____ Width: _____ Length: _____

Do you need Electric? _____ **No** _____ **Yes**, I need (#) _____ of 120 volt circuits (more than 2 may results in additional fees or provided only based on availability). _____ **Yes**, I have additional hook up requirements (additional fees may apply– Please explain needs & hookup, "pigtails", etc) _____.

More detailed information on electrical can be found on page 4, #10.

Vendor agrees to abide by all venue/event rules, policies and procedures printed and incorporated in this application. Signature of this application indicates that the person signing accepts personal liability for his/her company.

- All vendors MUST open by the official event start time (unless otherwise noted).
- All vendors MUST close down business no later than the end time of event. Failure to comply will result in a loss of future exhibiting privileges.
- Event management staff reserves the right to refuse to accept any request for vendor space for any lawful reason.
- All vendors must provide a certificate of liability insurance within 20 days of notification of confirmed events and the Village of DeForest must be named as additionally insured.
- All vendors will provide all required licenses and health/food permits.
- Vendors must leave their allotted space in the same clean condition that you found it and no garbage is to be left behind.
- Vendors must supply a list of menu and pricing with this application.

The undersigned responsible individual and organization identified above hereby agree to abide by all rules, requirements, and decisions set forth by the Village of DeForest. The individual and organization identified above releases the Sponsors of the Event, and the Village of DeForest from any and all claims, damages, suits, liabilities, and obligations of any nature arising in connection with the events.

Signature: _____ Print Name: _____

Today's Date: _____

Vendor Application

Events for 2023

Please select which events you are interested in attending as a food vendor. Once all applications are received, applications will be reviewed, and you will be contacted on dates we have assigned you to attend based on your choices and our availability. Please attach menu(s) to your application as well.

Copy of insurance will be due 20 days after you have received confirmation of assigned events.



Fri-Yay! Eve at Fireman's Time of Event: 5:30pm-8:30pm

Exp. Attendance: 200-700 people (each event)

Maximum of 5 food vendors per event

____ Thursday, June 22nd

____ Thursday, July 13th

____ Thursday, July 27th

Brews & Bites Series Time of Event: 5:30pm-8:30pm

Exp. Attendance: 200-700 people (each event)

Maximum of 5 food vendors per event

____ Thursday, August 17th

____ Thursday, August 31st

____ Thursday, September 21st: Oktoberfest/Beer Garden Night

Friday Flicks at Fireman's Series Time of Event: 5:30pm-8:30pm

Exp. Attendance: 200-400 people (each event)

Maximum of 6 food vendors per event

____ Friday, May 19th

____ Friday, June 9th w/Bike Rodeo

____ Friday, August 11th

Yahara Riverfest Time of Event: 12:00pm-4:00pm

Exp. Attendance: 1000+ people

Maximum of 4 food vendors

____ Saturday, September 9th

Vendor Application Policies

1. **Agreement:** This contract contains all of the agreements of the parties relative to the events held by the Village of DeForest vendor space rental and no representations, promises or statements expressed or implied have been made to the vendor unless contained herein. The vendor shall operate within the assigned space and only during specific hours and shall open and close promptly. All business conducted from assigned space(s) shall comply with all applicable state and local laws.
2. **Description of events:** The events shall be part of the summer concert and special events season, to be held in DeForest, Wisconsin. All events are NOT rain or shine but up to the discretion of the event organizer. Entry opens promptly at advertised start time, unless otherwise noted.
3. **Non-liability:** Vendors are responsible for the safety, security and storage of their merchandise and equipment and must procure any necessary insurance or licenses required for such. The Village of DeForest is not liable for any lost, stolen or damaged goods for any reason.
4. **Insurance:** Vendors are required to provide the Village of DeForest with a Certificate of Insurance encompassing the event dates for general liability coverage, in the amount of \$1,000,000 per occurrence. The Description of Operations/Locations needs to have the Village of DeForest listed as additional insured.
5. **Vendor Provisions:** All trailers, equipment and products must be within the dimensions of your reserved space and not permitted outside that area unless otherwise pre-approved. Vendor agrees to provide: a non-stake tent, with 20 lb. weight per tent leg (no stakes allowed), outdoor approved power cables -a fire extinguisher must be at every vendor station - adequate means and manpower to set-up, staff and tear-down in a timely manner.
6. **Garbage and Grease:** Keep the area in and around space tidy and free of trash at all times and remove or dispose of all debris at tear-down (basically leave the area as clean as originally found). Any additional cleaning of vendor space (especially grease) will be billed. If applicable, vendor must remove and correctly dispose of cooking grease/oil off-site. It is not to be disposed of in the event dumpster. Charcoal and wood filled grills are allowed although vendor will be held responsible for removal of ashes. No solid waste of any kind is to be disposed of on site. Vending area must be neat, clean and self-contained at all times. All refuse must be taken away or disposed of in the event dumpster. If you need assistance moving garbage to dumpster, please contact event staff when needing assistance. Vendor garbage and trash is NOT to be put in public trash bins!
7. **Hours of Operation:** All booths must be staffed and fully operational during the full operating hours of each event, including 30 minutes prior to the start of the event, or when events open, based on a per event basis. All deliveries during event hours shall be done in an orderly manner so as to not disrupt routine activities or be hazardous to event patrons. Delivery vehicles may NOT enter event grounds during event hours.
8. **Set-up & Tear-down:** The vendor shall abide by the set-up time at their assigned location. Set-up time begins approx. 1 hour prior to event opening but varies by each event and must be adequately staffed to ensure completion and full operation 30 min. prior to event opening. Tear-down can begin at end time (unless the event was delayed) and must be completed within 1 hour of end time. All Set-up and Tear-down is the sole responsibility of the vendor. Vendor area is to be left in a reasonably clean manner.
9. **Vendor Vehicles:** All vehicles must be removed from event grounds 30 minutes prior to event opening and will not be allowed on event grounds until after event close and site is cleared of patrons. Please park in one of the parking lots at adjacent Village Hall or street parking on DeForest Street. For set-up you MUST unload and move your vehicle after which you can complete set up of your booth. For tear-down please pack and dismantle your booth prior to bringing your vehicle onto event grounds for loading in order to be considerate of other vendors and to avoid congestion.

10. **Electrical:** The power on site is standard 120 volts and 2- pinsleeves, 60 amp circuits. The Village of DeForest will supply access up to two (2) 120volt, 20 amp circuits. Any more power needed or additional hook ups "pinsleeve" may require an adaptor. You are to provide your own extension cords. Electrical cords and hookups are to be length and compatibility to reach outlet. Any electrical needs not listed on page 1 of the Vendor Application will be charged a fee and only be provided if more power is available. If a Vendor exceed the electrical needs listed on page 1, it shall be liable for any damages caused, including consequential damages. Any Vendor that continues to exceed its electrical needs listed on page 1 shall be considered in breach of this agreement. In the event of breach by the Vendor, the Village of DeForest shall be entitled to terminate this agreement, remove the Vendor from the premises and retain all fees paid by Vendor as liquidated damages for the Vender's failure to comply with this agreement.
11. **Health Permits:** All food vendors must comply with Dane County Public Health Licensing & Permits regulations.
12. **Fire Prevention:** Open-flame cooking under tent is prohibited. All open-flame cooking must be at least five (5) feet away from all structures. All grills must have grease mats under and in a 6ft radius on the ground or any fixed furniture, such as benches. Barricade must be provided around the grill area to protect from general public.
13. **Liability Waiver:** The vendor agrees for itself and/or its employees, agents, or volunteers associated or to be associated with the activity for which the contract is being sought, to waive and relinquish all claims that may result in any manner against the Village of DeForest, its agents, public officers, officials or employees and authorized volunteers from said event or activity, except for acts caused by the willful and wanton misconduct by employees.
14. **Menu:** Depending on the event, we may request you adjust your menu to there are not duplicate items being sold at the same event. We may also request specific food items or ingredients to go along with the theme of the event. Per the Village of DeForest's contract with WP Beverages LLC (Pepsi-Cola) no food cart/vendor may sell additional beverages including water unless that is your carts specialty (example: shaved ice, smoothie).

Have additional questions? Please contact, Reese O'Malley, Recreation & Community Enrichment Director. Details below.

Contact Information:

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Recreation & Community Enrichment Director
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