



Eagle River Area Chamber of Commerce & Visitors Center 201 N Railroad St. P.O. Box 1917 Eagle River, WI 54521-1917



# Saturday and Sunday October 3<sup>rd</sup> and 4<sup>th</sup>, 2015

Auxiliary Food Vendor Application

# <u>Welcome To</u> <u>Cranberry Fest— Eagle River, WI</u>

#### Dear Auxiliary Food Vendor,

It is our pleasure to extend to you an invitation to participate as an Auxiliary Food Vendor at Cranberry Fest in Eagle River, WI. Our event was created 36 years ago to celebrate the harvest of Wisconsin's State Fruit the Cranberry. Each year over 40,000 people attend this event.

Enclosed please find an application to be an Auxiliary Food Vendor at Cranberry Fest. We select vendors based on the quality and variety of foods, space availability, festival experience and past relationship with Cranberry Fest. We select vendors as to create a noncompetitive atmosphere with our local organizations and not to duplicate other Auxiliary Food Vendors. We prefer cranberry related food items, specialty foods and ethnic foods.

Again, we welcome and look forward to your application to the 36<sup>th</sup> Annual Cranberry Fest.

On behalf of the 36<sup>th</sup> Annual Cranberry Fest Committee,

## Food Items: Snack/Specialty/Ethnic Items

Items sold <u>must</u> be different than items sold by local community service organizations inside the Cranberry Fest Food tent and different from other Auxiliary Food Booths. <u>NO duplications.</u> What you list on your application and are approved for, is what you will be allowed to sell. Items should be cranberry related, specialty foods and/or ethnic foods.

# <u>Please avoid the following items at your food</u> <u>booth.</u>

Hot dogs, porkette sandwiches, hamburgers, brats, chicken breast sandwiches (with or without cranberry sauce), cranberry sauerkraut meatballs, baked beans, potato chips, chicken and rice soup, chili, and funnel cakes.

Cranberry Fest is a community effort to raise money for the Eagle River community and its not-for-profit organizations.

#### **Cancellation Policy**

Fees must be included with completed application and are non-refundable after notification of selection.

### **Event Questions**

For further information, please feel free to contact Ashley Schwartz—Events Coordinator Eagle River Area Chamber of Commerce at (800) 359-6315 or email: ashley@eagleriver.org

Ashley Schwartz—Events Coordinator

# **Food License**

For questions regarding food licensing and serving procedures contact:

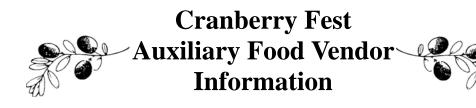
Vilas County Public Health 302 W. Pine St. Eagle River, WI 54521 715-479-3656

# **Rules & Regulations**

• Each vendor must bring with them enough product to be operational during the entire event.

Saturday: 9:00am—4:00pm Sunday: 9:00am—3:00pm

- Your business must follow all health code guidelines as set according to the Wisconsin State Department of Health.
- Vendors are <u>permitted to sell only the food items they have</u> <u>submitted and have been approved to sell during the event.</u> Items presented for sale at the event that have not been submitted and approved may be removed at discretion of the Cranberry Fest Committee.
- Vendors are responsible for the proper disposal of all their own waste. Please take items to the nearby dumpster. Dumping of any kind of grease or food waste on the grounds will not be allowed and is grounds for immediate dismissal.
- <u>NO ANIMALS</u> (dogs, cats, etc.) allowed on Vilas County Fairgrounds according to the Vilas County Animal Ordinance #19.08. <u>This ordinance will be strongly enforced by the</u> <u>Vilas County Sheriff's Department and Cranberry</u> <u>Fest Personnel.</u>



#### **Event Dates & Times**

Event Date: (Rain or Shine) Saturday, October 3, 2015 Sunday, October 4, 2015 9:00am—3:00pm

#### **Event Set Up:**

Friday, October 2, 2015 Noon—4:00pm (Required set-up date for those needing electrical service.) Saturday, October 3, 2015 6:00am—8:00am

### **Event Clean Up:**

Sunday, October 4, 2015 3:00pm

#### <u>Vendors MAY NOT tear down or bring vehicles on to</u> <u>festival grounds until after 3:00pm on Sunday.</u>

#### **Application Deadline**

Applications with full payment and required paper work must be returned to the Eagle River Area Chamber of Commerce and Visitors Center. Booths will be approved as they are received and until all the available booths are filled. Preference is given to those in good

standing from the prior year. <u>If you would like to be removed from our mailing list</u> <u>please call us at 800-359-6315.</u> <u>Thank you.</u>

#### **Booth Space Information**

## **Booth Space: \$325**

Booth spaces are 12'x12' in size. If you have a trailer larger than or need more than a 12'x12' space, you will need to pay for 2 spaces.

#### **Electrical Fee: \$75**

If you need electricity, there is an additional charge of \$75.

#### <u>Electrical service is</u> available in 120 volts—2,000 watts— 20 amp circuit

# Due to noise, **NO generators will be** allowed.

Placement of booths will be determined by the Cranberry Fest Committee. Vendors must fill out the Auxiliary Food Booth Application form and pay all rental fees in advance. You will be notified by mail if you have been accepted. If you are not accepted, your application fees will be returned to you.

## **Permits/Insurance/Licensing**

- All vendors must provide Cranberry Fest with an up to date:
  - copy of your valid Wisconsin Seller's Permit
  - copy of your food license

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- copy of your general liability/equipment insurance coverage

- a letter stating that your cord service has been inspected and the date it was last inspected (cords must be service duty rated for rough service)

You may obtain a <u>Wisconsin Seller's Permit</u> by contacting the Wisconsin Dept. of Revenue, Income, Sales, Inheritance & Excise Tax Division, P.O. Box 892, Madison, WI 53708 or call (608) 266-2776.

### Liability/Equipment Insurance Coverage

Food product liability insurance as well as equipment liability insurance with limits no less than \$1,000,000 must provide coverage for liability to customers and all other third parties and their property. Up to date certificates of insurance must be provided to the Eagle River Area Chamber of Commerce/Cranberry Fest prior to September 1, 2015 and include the Eagle River Area Chamber of Commerce as covered on the policy.

Note: The Eagle River Area Chamber of Commerce/Cranberry Fest has the right to refuse electrical hook up to cords deemed not serviceable.