

# WELCOME! PREPARED FOOD & BEVERAGE VENDORS

## 2023 BAYFIELD APPLE FESTIVAL • OCTOBER 6-8

FRIDAY, SATURDAY & SUNDAY • 10AM TO 5PM • BAYFIELD, WI • [BAYFIELD.ORG/APPLEFESTIVAL](http://BAYFIELD.ORG/APPLEFESTIVAL)

DEAR ORCHARDS, FOOD & BEVERAGE VENDORS,

The Bayfield Chamber & Visitor Bureau is pleased to invite you to submit an application to sell your food products at the 2023 Bayfield Apple Festival.

Please find the attached application for food and beverage vendors including member orchards, local members, local nonmembers, nonmember snack and nonmember food.

If you have more than one type of booth, example: an orchard booth and a food booth, you will need to fill out two applications.

The Bayfield Apple Festival got its start when the local orchards began bringing their apples to downtown Bayfield to sell to visitors. Now, 61 years later, the festival draws approximately 60,000 people over the course of the three day event to the city of Bayfield. The festival's attractions are many: an arts and crafts fair, grand parade, apple peeling and pie contests, raffles, staged and street entertainment, kids' carnival and contests, dances, live music and a large variety of food items.

We are careful in our selection process to ensure that the food offerings are not repetitious, resulting in higher sales for those vendors accepted into the festival. In addition to traditional fair food, we seek to highlight our local orchard products, local foods and foods that present a unique twist on the traditional festival fare.

Thank you for your interest in Apple Festival!

Please direct any questions regarding vending at Apple Festival to:

Carol Fahrenkrog  
Executive Director, Bayfield Chamber and Visitor Bureau  
(715) 779-3335  
[Carol@bayfield.org](mailto:Carol@bayfield.org)

**APPLICATIONS DUE:** June 1  
**ACCEPTANCE & SPACE NOTIFICATION BEGINS:** June 5  
**FULL SPACE FEES DUE:** August 14  
**FESTIVAL SET-UP:** Beginning at 6 p.m. Thurs., Oct. 5  
& Fri., Oct. 6 before 10 a.m.  
**APPLE FESTIVAL:** October 6, 7 & 8, 2023

*Applications will be accepted until full.  
To guarantee best placement or to secure  
your spot from years prior, please apply by  
**June 1.***

### BAYFIELD APPLE POLICY - MEMBER ORCHARD BOOTHS

We ask that only produce grown on your Bayfield farm or orchard be sold at Member Orchard Booths. This policy aligns with the Apple Festival mission to feature Bayfield-produced food items and promote the sale of produce grown by our local orchards and farmers. Because of this mission, our local growers are able to purchase vending space at an extremely low price. We appreciate your cooperation in this.

If trucked-in product is found in any Member Orchard Booth, the Bayfield Chamber & Visitor Bureau reserves the right to shut down the operation and revoke the right to participate in next year's festival.

The Bayfield Chamber & Visitor Bureau holds the city-wide permit for all outside sales during the Bayfield Apple Festival. This permit is required for all sales and exhibits during the festival.



BAYFIELD  
*and the apostle islands*

# PREPARED FOOD & BEVERAGE VENDOR RULES 2023 BAYFIELD APPLE FESTIVAL • OCTOBER 6-8

## FESTIVAL RULES & REGULATIONS

- 1) Participants must be present and operational from 10am to 5pm on all three days. Any vendor who vacates their booth space before the end of the festival will not be invited to return and will forfeit their deposit.
- 2) All vendors must have a valid Wisconsin Seller's Permit.
- 3) Participants are permitted to sell only the items that are submitted in this application and accepted by the Apple Festival jury.
- 4) Items presented for sale that have not been submitted and approved may be removed at the discretion of Festival Staff.
- 5) Apple Festival Booth Permits must be clearly posted on all booths. All food booth locations in the City of Bayfield must have permits issued by the staff of the Bayfield Chamber & Visitor Bureau regardless of public or private location. (City of Bayfield Ordinance 349-18-C(1))
- 6) All booths must post prices of all products as presented on application.
- 7) All vendors are responsible for the removal of all displays, garbage, left over products, materials, boxes, etc.
- 8) All vendors must have insurance providing coverage for liability to customers and all other third parties, and their property. Certificates of insurance must be furnished to the Bayfield Apple Festival by August 14 and include the Bayfield Chamber & Visitor Bureau as covered on the policy.
- 9) All vendors must submit the prescribed garbage fee for each booth to cover costs of trash removal (\$50; orchards \$30).
- 10) The vendor will be charged \$150 following the festival if vendor trash material is not removed or if there is damage to the festival grounds. Not removing trash or damage to festival grounds could result in loss of vendor placement in future festivals.

## WASTE DISPOSAL & RECYCLING

- There is a \$50 TRASH REMOVAL FEE for all food booths (orchards \$30). This fee covers trash that you hand out to consumers. It does not cover your food booth's preparation, supply containers, grease, etc.
- Apple Festival trash containers are not provided for your food booth. They are for use by festival attendees and must remain on the street. A damage fee of \$150 will be applied following the festival if a vendor does not follow this rule.
- All food booth vendors must bring their own containers for the collection of their booth waste.
- Grey water and cooking oil will also be picked up nightly if needed. Vendors will receive instructions on grey water disposal upon check-in.
- Food and beverage vendors must use only fully recyclable or compostable packaging and to-go materials. **No Styrofoam is allowed.**

## ELECTRICITY

The Bayfield Apple Festival provides 110/220 service at select, limited booth locations for \$75 PER BOOTH (orchards \$25). If hardwiring is required for electrical services, it must be approved prior to acceptance and costs an additional \$35 or \$110 total (orchards exempt).

If you require electricity, you must state your needs for voltage, amperage, number of items to be plugged in on your application.

A licensed electrician will be on site during setup on Thursday and Friday. You will be responsible for paying the electrician directly for any special requirements you have.

## INSURANCE

To hold a valid Apple Festival vendor permit, all vendors are required to have, in force, adequate liability insurance. Adequate liability limits means minimum limits of One Hundred Thousand Dollars (\$100,000.00) per occurrence for bodily injury and minimum limits of Fifty Thousand Dollars (\$50,000.00) per occurrence for property damage.

Proof of insurance must be submitted to the Bayfield Chamber & Visitor Bureau no later than August 14. The Bayfield Chamber & Visitor Bureau must be included as covered in this policy.

## BOOTH INFORMATION

Food booths are located in specific areas on Rittenhouse Ave. (sidewalk and pavement set-up), Manypenny Ave. and Broad St. (pavement set-up only) during

Apple Festival. The festival encompasses a seven-block area of downtown Bayfield.

A minimum 10' X 15' space is allocated for all food booths. If more space is needed or you wish to vend from the side of your space, you may purchase space in 5' increments (ex. if you need 18' then you must pay for 20').

TO QUALIFY FOR THE MEMBER BOOTH FEE, you must be a member in good standing AND have been a full paying member of the Bayfield Chamber & Visitor Bureau for the previous year AND the business must be located in Ashland or Bayfield counties.

## PARKING FEE: \$60 (FRI-SUN OF FESTIVAL)

Vendors will have the option to reserve parking at Bodin Fisheries lot on the corner of Wilson Avenue and South 2nd Street (across from Bodin Fisheries).

## MENU

A complete description of your proposed menu along with a price list MUST accompany all applications. Your menu items and prices may not change from what you have submitted for the Festival.

## PERMITS AND LICENSURES

To participate in the Apple Festival you must have a valid WI Seller's Permit. Your permit number must be submitted to the Bayfield Chamber & Visitor Bureau by August 14. Permit numbers not submitted by this date will result in forfeiture of your application and booth payments.

TO RECEIVE YOUR WI SELLER'S PERMIT, CONTACT:

Wisconsin Department of Revenue  
P.O. Box 892  
Madison, WI 53708-8902  
(608) 266-2776

FOR QUESTIONS REGARDING FOOD LICENSING AND SERVING PROCEDURES:

Bayfield County Health Department  
P.O. Box 403  
Washburn, WI 54891  
(715) 373-6109 x7

**Please note: Wisconsin food vendor regulations are different from other states.**

Anyone selling prepackaged food must be registered or licensed through WI Department of Agriculture, Trade and Consumer Protection.

FOR PREPACKAGED FOOD PERMIT INFORMATION, CONTACT:

Wisconsin Department of Agriculture,  
Trade and Consumer Protection  
2811 Agriculture Drive, P.O. Box 8911  
Madison, Wisconsin 53708-8911, (608) 224-5012

## VENDORS SELLING APPLE PRODUCTS MUST USE BAYFIELD APPLES AND CIDER:

Apple Hill Orchard • (715) 779-5425  
Bayfield Apple Company • (715) 779-5700  
Blue Vista Farm • (715) 779-5400  
Erickson Orchards • (715) 779-5438  
Hauser's Superior View Farm • (715) 779-5404  
Hillcrest Orchard • (715) 779-5756  
Homestead Gardens • (715) 373-2770  
North Wind Organic Farm • (715) 779-3254  
Rabideaux's Bayfield Fruit Co. • (715) 779-5509  
Sunset Valley Orchard • (715) 779-5510

**Please direct any questions to:**

Carol Fahrenkrog, Executive Director of the Bayfield Chamber and Visitor Bureau:  
(715) 779-3335 or carol@bayfield.org

# NON PROFIT & BAYFIELD SCHOOL FUNDRAISER APPLICATION

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### 1) GENERAL INFORMATION

CONTACT NAME: \_\_\_\_\_

NON PROFIT or CLUB/TEAM NAME: \_\_\_\_\_

EIN# \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

BUSINESS PHONE: (\_\_\_\_) \_\_\_\_\_

CELL PHONE: (\_\_\_\_) \_\_\_\_\_

EMAIL: \_\_\_\_\_

WEBSITE: \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

### 2) FEE CALCULATOR

BOOTH TYPE	BOOTH FEE	TRASH (PER BOOTH SPACE) IF SERVING FOOD A/O BEVERAGES	ELECTRIC PLUG IN /or ELECTRIC HARDWIRED (PER BOOTH SPACE) IF SERVING FOOD A/O BEVERAGES
<b>A</b> BAYFIELD SCHOOL FUNDRAISER	10'x10': \$50 10'x20': \$100	\$50	\$75 /or \$110
<b>B</b> NON PROFIT*	10'x10': \$200 10'x20': \$400	\$50	\$75 /or \$110

\*BASED IN ASHLAND OR BAYFIELD COUNTIES

### 3) BOOTH INFORMATION

PLEASE COMPLETE: <b>BOOTH TYPE, EXACT SIZE</b> (measurements must take into account hitches, overhangs, preparation, storage, etc.), <b>DESCRIPTION</b> & <b>LOCATION REQUEST:</b>	APPLICABLE PREPARED FOOD BOOTH FEE (FROM ABOVE)	TRASH FEE (FROM ABOVE)	ELECTRIC TYPE & FEE (FROM ABOVE)	PARKING FEE \$60 (FRI-SUN, BODIN LOT)	TOTAL
1) <b>A B</b> SIZE: _____' x _____' (circle booth type from above) BOOTH DESCRIPTION: _____ REQUESTED LOCATION: _____	\$ _____	\$ _____	\$ _____ VOLTS: _____ AMPS: _____ # OF ITEMS PLUGGED IN: _____	\$ _____	\$ _____

CONTINUED ON REVERSE  
(IF SELLING FOOD A/O BEVERAGES)

#### ENTRY CHECKLIST

BY AUGUST 14, MAIL THE FOLLOWING ITEMS:

- COMPLETED APPLICATION FORM
- BOOTH PAYMENT

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(715) 779-3335 or carol@bayfield.org

**BY AUGUST 14 • MAIL COMPLETED APPLICATION FORM & BOOTH PAYMENT TO**  
BAYFIELD CHAMBER & VISITOR BUREAU • PO BOX 138 • BAYFIELD, WI • 54814

NON PROFIT & BAYFIELD SCHOOL APPLICATION, CONTINUED

**4) MENU ITEMS - IF SELLING FOOD A/O BEVERAGES**

We encourage all prepared food vendors to feature at least one apple-themed food item.

REMEMBER: YOU MUST USE BAYFIELD APPLES! See rules for list of orchards

APPLE ITEM: \_\_\_\_\_

PRICE \_\_\_\_\_

MENU ITEM 1: \_\_\_\_\_

PRICE \_\_\_\_\_

MENU ITEM 2: \_\_\_\_\_

PRICE \_\_\_\_\_

MENU ITEM 3: \_\_\_\_\_

PRICE \_\_\_\_\_

MENU ITEM 4: \_\_\_\_\_

PRICE \_\_\_\_\_

MENU ITEM 5: \_\_\_\_\_

PRICE \_\_\_\_\_

MENU ITEM 6: \_\_\_\_\_

PRICE \_\_\_\_\_

MENU ITEM 7: \_\_\_\_\_

PRICE \_\_\_\_\_

MENU ITEM 8: \_\_\_\_\_

PRICE \_\_\_\_\_

MENU ITEM 9: \_\_\_\_\_

PRICE \_\_\_\_\_

**OFFICE USE**

DATE RECEIVED: \_\_\_\_\_

PROOF OF INSURANCE SUBMITTED: \_\_\_\_\_

WELCOME PACKET SENT: \_\_\_\_\_

ACCEPTED: \_\_\_\_\_

DATE RECEIVED PAYMENTS: \_\_\_\_\_

BOOTH #: \_\_\_\_\_

EIN #: \_\_\_\_\_

PAID COMPLETELY: \_\_\_\_\_