

# RETAIL VENDOR APPLICATION 2023 BAYFIELD APPLE FESTIVAL

OCT. 6-8, 2023 • BAYFIELD, WI • BAYFIELD.ORG  
FRIDAY, SATURDAY & SUNDAY • 10AM TO 5PM

## MASS-PRODUCED, IMPORTED & RETAIL ITEMS

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

BUSINESS NAME: \_\_\_\_\_

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

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

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

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

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

TWITTER: @ \_\_\_\_\_ INSTAGRAM: @ \_\_\_\_\_

I, the undersigned, accept the rules, requirements and procedures outlined above and understand that failure to follow these regulations may result in expulsion from this year's festival. I agree to release and hold harmless the Bayfield Chamber & Visitor Bureau, board of directors, volunteers and representatives from any liability for damage, theft, or loss.

VENDOR SIGNATURE: \_\_\_\_\_

### WISCONSIN SELLER'S PERMIT REQUIRED:

WI PERMIT # \_\_\_\_\_

I HAVE APPLIED FOR A PERMIT BUT HAVE NOT RECEIVED MY NUMBER

### VISUAL REQUIREMENT:

Include a set of 4 photographs (3 photos of product/s, 1 photo of booth)

PLEASE CHECK IF IMAGES WILL BE SENT VIA EMAIL (EMAIL TO CAROL@BAYFIELD.ORG)

### 2023 APPLE FESTIVAL DEADLINES

**Application deadline:** JUNE 1 FOR EARLY BIRD PRICING  
APPLICATIONS ACCEPTED UNTIL FULL

**Notification of acceptance begins:** JUNE 5

**Cancellation (full refund):** JUNE 12

**Cancellation (50% refund):** AUGUST 14

**Full booth payment must be received by August 14th.**

### ENTRY PROCEDURE

- Applicants are requested to submit four photos by email. Please include three photos of the product/s to be sold and one photo of the booth/display. (EMAIL TO CAROL@BAYFIELD.ORG)
- Applicants will be juried on three criteria: impact, creativity and marketability.
- Post-dated checks will not be accepted.
- Submit two checks: one for your jury fee and one for your space fee. The jury fee will be cashed after June 5; your space fee will be cashed once you have been juried and accepted into the festival.

### FEES

- Jury fee: \$20 (non-refundable)
- Fee for 10' X 10' booth space: \$700 by June 1; \$750 after June 1
- Fee for 10' X 20' booth space: \$1400 by June 1; \$1500 after June 1
- Corner booth reservation: \$50 (optional - nonrefundable)
- Parking Fee: \$60 for Friday - Sunday of Festival.
- **Do Not Pay:** 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.

**\*If fees are not paid in full by August 14th the space will no longer be reserved and may be given to another vendor.**

DESCRIPTION OF ITEMS TO BE SOLD: \_\_\_\_\_

### JURY FEE:

\$20 JURY FEE

**THE JURY FEE MUST BE PAID SEPARATELY, CHECK ONLY PLEASE**

### PREFERRED PLACEMENT:

I'M RETURNING AND WOULD LIKE THE SAME SPOT AS LAST YEAR

### BOOTH FEES:

I AM A BCVB MEMBER (BAYFIELD/ASHLAND COUNTY)

I'D LIKE A SINGLE BOOTH (10' X 10') • \$700 BY JUNE 1; \$750 AFTER JUNE 1

I'D LIKE A DOUBLE BOOTH (10' X 20') • \$1400 BY JUNE 1; \$1500 AFTER JUNE 1

I'D LIKE A CORNER SPACE IF POSSIBLE • \$50 (NON-REFUNDABLE)

*\*LIMITED AVAILABILITY, NO GUARANTEES\**

*\*This fee must be included if you are requesting a corner space you had last year\**

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

PARK AT BODIN FISHERIES LOT ON THE CORNER OF WILSON AVENUE AND SOUTH 2ND STREET (ACROSS FROM BODIN FISHERIES)

YES, I WOULD LIKE TO RESERVE PARKING

NO, I DO NOT NEED PARKING

### BOOTH FEE TOTAL: \$

#### CREDIT CARD:

VISA

MASTERCARD

CHECK (PAYABLE TO THE BAYFIELD CHAMBER. JURY FEE/S MUST BE ON A SEPARATE CHECK.)

CARD NUMBER: \_\_\_\_\_

SECURITY CODE: \_\_\_\_\_ EXP:(m/y) \_\_\_\_\_ / \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

### Mail with payment to:

BAYFIELD CHAMBER & VISITOR BUREAU  
PO BOX 138 • BAYFIELD, WI 54814

### SPACE REQUESTS

- Returning vendors may request their last year's space and will be assigned a space as close to their previous space as possible (include \$50 if corner.) We encourage you to apply as soon as possible if you have a space request.
- Vendors will be assigned spaces based on type of product sold and space availability.
- The responsibility of fitting into the space assigned is that of the vendor.
- Electrical outlets are not provided for any booths.
- All spaces are equal in the number of crowds that they attract, whether located on S. Second St., Broad St. or Manypenny Ave.

(CONTINUED)

BAYFIELD  
and the apostle islands



#### OFFICE USE

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

NAME ON CHECKS:  
\_\_\_\_\_

JURY CHECK #: \_\_\_\_\_

BOOTH FEE CHECK #: \_\_\_\_\_

# OF PHOTOS SCANNED: \_\_\_\_\_

RECEIVED BY: \_\_\_\_\_

(FROM PREVIOUS PAGE)

#### VENDOR RESPONSIBILITIES

- Vendors must provide their own display materials and make accommodations in case of inclement weather.
- Displays must be set up by 9:00 a.m. on Friday. Drop off and set up may take place between 6:00 p.m. and 9:00 p.m. on Thursday or early Friday morning.
- Cars are not allowed on festival grounds between 9:00 a.m. and 5:00 p.m. on Friday, Saturday or Sunday.
- All vendors are responsible for packing materials and boxes brought into the festival grounds. These items may be deposited in the dumpsters located on S. Third St. (between Manypenny Ave. and Wilson Ave.) or must be taken away by the vendor. Trash may not be left at the curbside for festival workers.
- 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.
- All vendors are required to have or to have applied for a Wisconsin Seller's Permit in order to participate. You can obtain one by contacting the WI Dept. of Revenue at (608) 266-2776 or visiting the Department of Revenues website: [www.revenue.wi.gov/Pages/HTML/tempsell.aspx](http://www.revenue.wi.gov/Pages/HTML/tempsell.aspx)
- If you have applied and not received a permit, please note that on your application.
- Anyone selling prepackaged food must be registered or licensed through WI Department of Agriculture, Trade and Consumer Protection. For 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

#### RETAIL VENDOR REQUIREMENTS

- Vendors must be 18 years or older.
- Vendors must be present Friday, Saturday & Sunday. Any vendor who vacates their booth space before the end of the festival will not be invited to return.
- This (retail vendor) application is to be used by all vendors who sell mass produced, commercial or imported products.

#### CANCELLATIONS

If an applicant cancels their application prior to June 12, a full refund of space fees will be honored. For cancellations made by or after June 12 and prior to Aug. 14, half of the booth fee will be refunded. After Aug. 14, refunds will not be issued.

#### LODGING

Upon acceptance, you will need to reserve lodging as soon as possible. Lodging availability can be found on our website at [BAYFIELD.ORG](http://BAYFIELD.ORG)

FOR MORE INFORMATION,  
CONTACT CAROL FAHRENKROG:

CAROL@BAYFIELD.ORG  
OR (715) 779-3335

THANK YOU FOR APPLYING!