

RETAIL VENDOR APPLICATION 2025 BAYFIELD APPLE FESTIVAL

OCT. 3-5, 2025 • BAYFIELD, WI • BAYFIELD.ORG
FRIDAY, SATURDAY & SUNDAY • 10AM TO 5PM

MASS-PRODUCED, IMPORTED & RETAIL ITEMS

PLEASE MAKE CHECKS PAYABLE TO: BAYFIELD CHAMBER AND VISITOR BUREAU
MAIL CHECKS TO: BAYFIELD CHAMBER AND VISITOR BUREAU, PO BOX 138, BAYFIELD WI, 54814

PART A: CONTACT INFORMATION

VENDOR NAME: _____

BUSINESS NAME: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

BUSINESS PHONE: () _____ CELL PHONE: () _____

EMAIL: _____ WEBSITE/SOCIAL MEDIA: _____

PART B: WISCONSIN SELLERS PERMIT

If the vendor does not have a Wisconsin seller permit number and claims their sales are tax exempt, enter the exemption code number provided by the vendor.

- 1 - Exempt sales only or display only 3 - Nonprofit occasional sales exemption
2 - Multi-level marketing company pays sales tax 4 - Exempt occasional sales

Wisconsin Seller's Permit Number (15 digits starting with 456)		SSN (last 4 digits)	FEIN (last 4 digits)	Exemption Code
456- -				
Legal Business Name (if not sole proprietor)		Doing Business As (DBA) Name (if applicable)		
Vendor/Contact Name (Last)		Vendor/Contact Name (First)		Vendor Phone Number
Mailing Address		Email Address		
City	State	Zip	Multi-Level Marketing Company (if claiming Code 2 above)	

OR ☐ I HAVE APPLIED FOR PERMIT BUT HAVE NOT RECEIVED MY NUMBER YET

PART C: PROOF OF INSURANCE

To hold a valid Apple Festival vendor permit, all vendors are required to provide proof of current and valid liability insurance, using an Acord 25 form, providing minimum limits of One Million Dollars (\$1,000,000.00) per occurrence for bodily injury and minimum limits of One Million Dollars (\$1,000,000.00) per occurrence for property damage. The Bayfield Chamber of Commerce & Visitor Bureau must be shown on the proof of coverage as included as an Additional Insured with respect to General Liability under this policy. Proof of insurance must be submitted to the Bayfield Chamber & Visitor Bureau by no later than September 1 before the Festival. The Business name from your application must be on the insurance certificate and the dates of the 2025 Apple Festival must be covered, (October 2-5, 2025).

Vendors without insurance may wish to research Veracity Insurance (<https://www.veracityinsurance.com/>) or call (844) 520-6991 or Artists, Craftman and Traders insurance at www.actinsurance.com.

PART D: VENDOR TIMELINE

JAN./FEB.	JUNE 2	JUNE 9	SEPT. 1	END OF SEPT.	OCT. 2 4-9 p.m.	OCT. 3-5 10a.m.-5p.m.
APPLICATIONS OPEN	DEADLINE FOR EARLY BIRD PRICING	ACCEPTANCE BEGINS & FULL PAYMENT DUE	PROOF OF INSURANCE DUE	BOOTH ASSIGNMENTS EMAILED TO VENDORS	VENDOR SET-UP	APPLE FESTIVAL



BAYFIELD
and the apostle islands

RETAIL VENDOR APPLICATION, CONTINUED

PART E: FEES

BOOTH FEES:

<input type="radio"/> SINGLE BOOTH (10' X 10') • \$700 BY JUNE 2; (\$800 AFTER JUNE 2) X _____ NUMBER OF BOOTHS=	\$
<input type="radio"/> DOUBLE BOOTH (10' X 20') • \$1400 BY JUNE 2; (\$1600 AFTER JUNE 2) X _____ NUMBER OF BOOTHS=	\$
<input type="radio"/> CORNER SPACE IF POSSIBLE • ADD \$50 (NON-REFUNDABLE) *LIMITED AVAILABILITY, NO GUARANTEES* <small>*THIS FEE MUST BE INCLUDED IF YOU ARE REQUESTING A CORNER SPACE YOU HAD LAST YEAR.*</small>	\$
<input type="radio"/> I AM SHARING A BOOTH WITH ANOTHER VENDOR— NAME OF VENDOR: _____	

PARKING FEE: ADD \$60 PER VEHICLE AND PER TRAILER (THUR-SUN OF FESTIVAL) *LIMITED AVAILABILITY, NO GUARANTEES*	\$
<input type="radio"/> YES, I WOULD LIKE TO RESERVE PARKING \$60 X _____ NUMBER OF VEHICLES/TRAILERS= <small>(A VEHICLE WITH A TRAILER IS CONSIDERED 2 PARKING SPACES)</small>	
<input type="radio"/> NO, I DO NOT NEED PARKING	

<input type="radio"/> BAYFIELD CHAMBER AND VISITOR BUREAU MEMBER DISCOUNT: -\$100	-\$
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TRAILER LENGTH: PLEASE INDICATE THE LENGTH OF YOUR TRAILER FROM TONGUE TO BUMPER: (FEET) _____	GRAND TOTAL \$ <small>(ADD UP ALL FILLED BOXES)</small>
<small>*INACCURATE REPORTING MAY RESULT IN ADDITIONAL FEES UPON ARRIVAL TO THE FESTIVAL.</small>	

JURY FEE: \$25 — MUST BE PAID SEPARATELY	\$ 25.00
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PREFERRED PLACEMENT:

☐ I'M RETURNING AND WOULD LIKE THE SAME SPOT AS LAST YEAR, BOOTH # _____

☐ PREFER A BOOTH ON S. SECOND ST. (DEDICATED HANDMADE AREA)

☐ PREFER A BOOTH ON BROAD ST.

PART F: DESCRIPTION OF ITEMS TO BE SOLD

PLEASE LIST AND/OR DESCRIBE EXACTLY WHAT YOU PLAN TO SELL FOR OUR DATABASE. THIS MAKES IT EASIER IF SOMEONE TRIES TO LOCATE YOU AFTER OUR SHOW AND WE CAN DO OUR BEST TO SPACE OUT VENDORS WITH SIMILAR ITEMS. THE APPLE FESTIVAL COMMITTEE RESERVES THE RIGHT TO REJECT ANY WORK IT CONSIDERS UNSUITABLE FOR THE FESTIVAL.

PART G: SIGNATURE

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: _____ **DATE:** _____

*PLEASE INITIAL THAT YOU HAVE READ THE FESTIVAL POLICIES AND RULES EITHER ON OUR WEBSITE OR ENCLOSED IN THIS PACKET. INITIAL _____

ATTACHMENT CHECKLIST: ☐ PROOF OF INSURANCE ☐ 3 PRODUCT PHOTOS ☐ 1 BOOTH PHOTO ☐ PHOTO OF CHECKS

MAIL CHECKS TO:
BAYFIELD CHAMBER & VISITOR BUREAU
PO BOX 138 • BAYFIELD, WI 54814

QUESTIONS? CONTACT:
CAROL FAHRENKROG, EXECUTIVE DIRECTOR
CAROL@BAYFIELD.ORG
(715) 779-3335



BAYFIELD
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Bayfield Apple Festival October 3, 4, & 5, 2025

**Contact: Bayfield Chamber and Visitor Bureau
42 South Broad Street
PO Box 138
Bayfield, WI 54814
(715) 779-3335**

The Bayfield Chamber and Visitor Bureau invites you to submit your entry application for the 63rd Annual Apple Festival. The festival takes place in downtown Bayfield the first full weekend of October, 3-5, 2025.

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.

Please read the following procedures and initial each part of this document to be accepted into Apple Festival. Please print and keep a copy of these rules for reference.

General Festival Information:

- Festival Hours: 10:00 a.m. – 5:00 p.m. (Friday, Saturday, and Sunday)
- This is an outdoor event and the festival goes on in **all weather (rain, snow, wind, sun)** with no rain dates.
- Vendors must be 18 years or older to participate.
- Attendance: Approximately 50,000-60,000 people attend throughout the three-day weekend.
- Bayfield Chamber staff highly encourages vendors to find lodging as soon as possible. Lodging availability can be found on our website at bayfield.org
- Camping for vendors will be available at Mt. Ashwabay Ski & Recreation Area, three miles south of Bayfield. There will be an at will donation, please contact Doug Olson, Outdoor Recreation Program Director (715) 779-3227.
- RV/Camper overnight parking is not permitted on the streets of Bayfield.
- The Bayfield Police Department will be present throughout the festival weekend. Bayfield Chamber and Visitor Bureau are not responsible for any items lost or damaged.
- Wireless Internet is not guaranteed. The Bayfield Chamber and Visitor Bureau will do its best to provide vendors with wireless internet access. Vendors are responsible for managing their own offline sales transactions.

INITIAL _____

Vendor Code of Conduct:

- Abusive language directed at staff or fellow vendors will result in immediate expulsion from the festival.
- If there are problems with another vendor, contact Bayfield Chamber staff immediately.
- No hawking (loudly encouraging sales of your products outside your booth) is allowed. There are no exceptions to this rule. Please stay in your booth.
- Please do not block any streets, walkways or driveways. We have several private homeowners within the festival grounds. Do not encroach on private property in any way. Do not sit on private property or put any items on the homeowner's property.

INITIAL _____

Vendor Timeline:

- January/February: Vendor applications available on Bayfield.org
- Jury fee and full booth payment are due within 7 days of application submission.
- Early bird pricing is available for retail, food, and handmade vendors.
Early bird deadline: June 2, 2025. Application, jury, and full booth payment due.
The vendor will pay full price if the application is received after June 2, 2025. See applications for pricing details.
- Acceptance emails will start going out June 9, 2025.
- Proof of insurance is due September 1, 2025.
- Booth Assignments Emailed to Vendors: End of September

INITIAL _____

Hours of Operations:

- Vendors must be present and operational from 10:00 a.m. – 5:00 p.m. all three days of the festival. (Friday, Saturday and Sunday).
- Food vendors are welcome to stay open beyond 5:00 p.m. until the crowd disperses.
- Vendors cannot reload until 5:30 p.m. each day.
- Any vendor who vacates their booth space before 5:00 p.m. any day of the festival, especially Sunday, will not be invited to return to future festivals.
- Vehicles are not allowed on festival grounds between 9:00 a.m. and 5:30 p.m. on Friday, Saturday or Sunday. Refusal to adhere to this rule could result in a penalty fee or expulsion.

INITIAL _____

Check-In:

- Thursday, 4:00 – 9:00 p.m. Check-in on the street with your designated block captain.
- Friday, 7:00 a.m. – 9:00 a.m. Check-in at Bayfield Chamber (42 S. Broad Street, Bayfield)
- Prior to check-in, please review the vendor map and assigned booth locations sent to you via email. A map will also be posted in the visitor center at 42 South Broad Street in Bayfield.
- Your booth packet containing booth number, instructions, vendor bathroom pass and any additional information will be provided at check-in.
- When unloading merchandise from your trailer during set-up, we ask that you unload quickly & move your vehicle. Set up is a busy time for everyone.
- All Vehicles must be removed from festival grounds by 9:00 a.m. Friday, Saturday, & Sunday of the festival.

INITIAL _____

Booth Spaces:

- Apple Festival booth permits must be clearly posted on all booths at all times. This is for your safety in case of an incident.
- All 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))
- Up to two vendors may share a booth, but each vendor must be juried separately. The work presented must be fully collaborative and be approved by the Bayfield Chamber and Visitor Bureau. There will be a place on the application for the vendors to indicate that they would like to share a booth space with another applying vendor.
- Vendors must stay in their assigned booth space. No displays/wares are allowed outside of the booth space. Vendors will be fined a minimum of a single booth space if found taking up more space than provided on the application.

- **Weather:** This is an outdoor festival, and it goes on in all weather conditions, with no rain dates (no refunds). Watch the weather and be aware of possible winds/storms. Have a plan for keeping your merchandise dry and safe. Wind, rain, and snow can be an issue. Bring weights; some vendors find 50lb or more per tent leg helpful. No tie-downs are allowed.
- The Bayfield Chamber & Visitor Bureau, reserves the right to accept or reject any booth or merchandise. Foul or inappropriate language, nude, erotic, political statements, graphic and/or violent images will NOT be considered for Apple Festival. All items must show good taste and be family-appropriate. No illegal merchandise is allowed. Vendors may only display juried items.
- Vendors are permitted to sell only the items submitted on their application and accepted by the chamber staff.
- **Garbage:** Vendors must dispose of any booth waste at the provided dumpsters at the end of each day. (See dumpster location map included in check-in packet). A penalty fee of \$150 will be applied following the festival if a vendor is found using festival trash receptacles for business or personal use.
- No booths may be sublet to anyone. Vendors must be present and showcase the work or wares which were accepted on the application.
- Vendors must provide their own tent and display materials and make accommodations in case of inclement weather.
- Any color tents are acceptable. You are required to stay entirely within your rented booth space, no awnings from 10:00 a.m. – 5:30 p.m.
- Returning vendors may request the space they had last year and will be assigned a space as close to their previous space as possible. We encourage you to apply as soon as possible if you have a space request. (Keep in mind we have more than 160 vendors. Many have location requests. We do the best we can to accommodate those requests but there are no guarantees.)
- The vendor is responsible for fitting into the space assigned.
- No generators or music are allowed in your booth unless approved by Chamber Staff.
- No pets, alcohol, smoking or intoxicants are allowed in your booth during festival hours.
- Vendors are renting the booth space only. Please note that booth locations may be adjusted by chamber staff if necessary. Every effort will be made to contact vendor if adjustments are required after set-up and to maintain your position as close to the original spot as possible.

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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. 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.

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Food Vendors:

- Food Vendors selling apple products must use Bayfield apples and cider. Vendor must indicate on application which Bayfield orchard was utilized.
- List of Bayfield Orchards: 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, North Wind Organic Farm (715) 779-3254, Rabideaux's Bayfield Fruit Co. (715) 779-5509, Sunset Valley Orchard (715) 779-5510.
- Apple Festival street trash containers are not provided for booth waste under any circumstance. They are for use by festival attendees and must remain on the street. A penalty fee of \$150 per day, 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 will be picked up nightly if needed. Vendors will receive instructions on greywater disposal upon check-in.
- Food and beverage vendors must use only fully recyclable or compostable packaging and to-go materials. No Styrofoam or glass is allowed.
- Cooking Oil/Grease must be removed by vendor when they leave. Pouring oil/grease into dumpster, down any drains or on the grass/ground is prohibited.

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Food Vendors: Electricity

- Electricity/Power is available to **FOOD VENDORS ONLY**.
- No generators are allowed without permission or prior approval
- If a non-food vendor needs electricity, a special request form must be filled out, and the food vendor fees will be applied to you.
- The Bayfield Apple Festival provides electric service at select, limited booth locations for \$75 per outlet. If vendor requires multiple outlets, you will need to get prior approval and may be assessed an additional charge for each outlet. Each cord must be labeled with business/vendor name.
- A licensed electrician will be on-site during set-up on Thursday and Friday. You will be responsible for paying the electrician directly for any special requirements you have.

INITIAL _____

Jury: Procedure/Fees

- Jury fee: \$25/Booth must be paid by ALL Food, Handmade and Retail vendors.
- A \$75 trash removal fee is included in the food booth fee. This fee covers trash that is handed out to consumers. It does not cover your food booth's preparation, supply containers, grease, etc.
- The Chamber staff must approve all items sold and displayed.
- Items presented for sale that have not been submitted and approved may be removed at the discretion of Chamber staff.
- Applicants will be juried on three criteria: impact, creativity, and marketability.
- **To qualify for the Bayfield Chamber & Visitor Bureau 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.
- All applicants, including returning vendors, are required to submit four photos by email for jurying each category checked on the application. Please include three photos of the products to be sold and one photo of the booth/display. (to APPLEFEST@BAYFIELD.ORG or BAYFIELD CHAMBER & VISITOR BUREAU PO BOX 138 BAYFIELD, WI 54814). Failure to provide photos will slow down your acceptance process.
- Under Categories: Check all that apply – this better helps us with booth assignments to ensure there is not an overlap of products.

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Payments:

- **Payments need to be made via check only, no credit cards or online transactions will be accepted.**
- **Submit 2 checks:** 1 for your \$25 jury fee and 1 for your booth fee.
- If fees are not paid in full within seven days of application submission, your booth is no longer reserved and may be given to another vendor.
- Post-dated checks will not be accepted.
- **No refunds** – You will not be given a refund for canceling, no exceptions.

- **Cancelled check is your receipt.** Checks will start being deposited June 9th, 2025.
- **Vendor is responsible for NSF fees due to returned checks.**

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Confirmation:

- Vendors will be notified of acceptance to the festival by email starting June 2025.
- Vendors will be assigned spaces based on the type of product sold and space availability. Notification of booth assignment will start in September.
- Your canceled check is your receipt. An accepted application is a commitment to participate in the event, and no refunds will be issued for any reason.

INITIAL _____

Setup/Tear Down:

- Booth Setup may take place between 4:00 p.m. and 9:00 p.m. on Thursday and/or no later than 9:00 a.m. Friday morning.
- If you have issues during set up, watch for Chamber staff and block captains on the grounds. They will be able to answer many questions or get in touch with the Chamber Office.
- If you are not in your booth by 10:00 a.m. on Friday (opening day) and have not contacted our office at (715) 779-3335 to notify us of problems or an emergency, you will be considered a “No show” and will not be given a refund or invited back to the festival.
- Please do not block any streets, walkways or driveways. We have several private homeowners within the festival grounds. Do not encroach on private property in any way. Do not sit on private property or put any items on the homeowner's property.
- Dismantling and Packing of Booth is prohibited before 5:00 p.m. on Sunday.
- Vendors who leave before 5:30 p.m. Sunday will not be asked to return to future Apple Festivals.
- The vendor is responsible for fitting into the space assigned.
- When unloading merchandise from your trailer during set-up, we ask that you unload quickly & move your vehicle. Set up is a busy time for everyone.
- The festival is set up in The City of Bayfield; the ground may not be level and consists of sand, gravel, brick asphalt etc. Be prepared to compensate regarding displays and items.

INITIAL _____

Permits:

- 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 September 1. Permit numbers not submitted by this date will result in forfeiture of your application and booth payments.
- Vendors must fill out **Part B – Wisconsin Sellers Permit** before you are accepted to Apple Festival.
- **TO RECEIVE YOUR WI SELLER'S PERMIT, CONTACT:** Wisconsin Department of Revenue P.O. Box 892 Madison, WI 53708-8902 (608) 266-2776 Link: <https://www.revenue.wi.gov/Pages/FAQS/pcs-seller.aspx>
- Out-of-state sellers' permits **will not be accepted.**
- **FOR QUESTIONS REGARDING FOOD LICENSING AND SERVING PROCEDURES CONTACT:** Bayfield County Health Department P.O. Box 403 Washburn, WI 54891 (715) 373-6109 x7
- Vendors are responsible for collecting & paying state/county sales tax at 5.5% to the City of Bayfield.

INITIAL _____

Insurance:

- To hold a valid Apple Festival vendor permit, all vendors are required to provide proof of current and valid liability insurance, using an Acord 25 form, providing minimum limits of One Million Dollars (\$1,000,000.00) per occurrence for bodily injury and minimum limits of One Million Dollars (\$1,000,000.00) per occurrence for property damage. Vendors without insurance may wish to research Veracity Insurance (844) 520-6991 or go to www.actinsurance.com or www.actinspro.com
- A copy of your insurance must be received by our office no later than September 1, 2025
- The Business name from your application must be on the insurance certificate and the dates of the 2025 Apple Festival must be covered (October 2-5, 2025)

INITIAL _____

Parking:

- **FEE:** \$60 (Thursday at 4:00 p.m. – 6:00 p.m. Sunday)
- Parking is limited and goes very quickly on a first-come, first-PAID basis. Apply and pay early.
- Street Parking is very limited; vendors must follow temporary parking signs.
- No Parking is allowed on Broad Street on Sunday due to the Grand Parade.
- No supply vehicles may be parked next to food booths.

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