

NON-PROFIT APPLICATION 2024 BAYFIELD APPLE FESTIVAL

OCT. 4-6, 2024 • BAYFIELD, WI • BAYFIELD.ORG
FRIDAY, SATURDAY & SUNDAY • 10AM TO 5PM

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 (ONLY FILL OUT IF SELLING MERCHANDISE/FOOD)

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
- 2 - Multi-level marketing company pays sales tax
- 3 - Nonprofit occasional sales exemption
- 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 WE WILL NOT BE SELLING ITEMS

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 2024 Apple Festival must be covered, (October 3 – 6th).

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: 2024 VENDOR TIMELINE

JAN./FEB.	JUNE 10	SEPT. 1	END OF SEPT.	OCT. 3	OCT. 4-6
APPLICATIONS OPEN	ACCEPTANCE AND SPACE NOTIFICATION STARTS	FULL PAYMENT AND PROOF OF INSURANCE DUE	BOOTH ASSIGNMENTS EMAILED TO VENDORS	VENDOR SET-UP	APPLE FESTIVAL



NON-PROFIT AND BAYFIELD SCHOOL FUNDRAISER APPLICATION, CONTINUED

PART E: FEES

BOOTH TYPE	BOOTH FEE	TRASH (PER BOOTH SPACE)	ELECTRIC PLUG IN (PER BOOTH SPACE)	TOTAL
<input type="radio"/> NON-PROFIT	<input type="checkbox"/> 10'x10': \$200 <input type="checkbox"/> 10'x20': \$400	<input type="checkbox"/> \$50	<input type="checkbox"/> \$75	

PARKING FEE: ADD \$60 PER VEHICLES AND TRAILERS (THUR-SUN OF FESTIVAL) *LIMITED AVAILABILITY, NO GUARANTEES*

YES, I WOULD LIKE TO RESERVE PARKING **\$60 X _____ NUMBER OF VEHICLES/TRAILERS=**
(A VEHICLE WITH A TRAILER IS CONSIDERED 2 PARKING SPACES)

NO, I DO NOT NEED PARKING

GRAND TOTAL: \$ _____

PLEASE PROVIDE CHECK#: _____

PREFERRED PLACEMENT: I'M RETURNING AND WOULD LIKE THE SAME SPOT AS LAST YEAR, BOOTH #:

*REQUESTED LOCATION IS NOT GUARANTEED; APPROVAL WILL BE CONSIDERED ONCE THIS APPLICATION IS SUBMITTED AND ALL FEES ARE PAID.

PART F: MENU OR PRODUCT ITEMS (IF SELLING)

MENU ITEMS

*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 _____

PRODUCT(S) TO BE SOLD DESCRIPTIONS

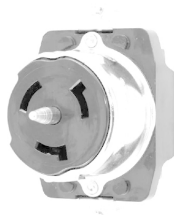
PLEASE LIST AND/OR DESCRIBE EXACTLY WHAT YOU PLAN TO SELL FOR OUR DATABASE. THIS MAKES IT EASIER IF SOMEONE TRIES TO LOCATE YOU AFTER OUR SHOW AND WE CAN DO OUR BEST TO SPACE OUT VENDORS WITH SIMILAR ITEMS. THE APPLE FESTIVAL COMMITTEE RESERVES THE RIGHT TO REJECT ANY WORK IT CONSIDERS UNSUITABLE FOR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

PART G: ELECTRIC NO SUPPLY VEHICLES MAY BE PARKED NEXT TO FOOD BOOTHS

PLEASE SELECT YOUR PLUG-IN/ POWER SOURCE(S):



20A 125V



50A 250V



30A 250V

PART H: 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

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

**MAIL AND/OR COMPLETE APPLICATION FORM ONLINE & MAIL BOOTH PAYMENT BY SEPTEMBER 1:
 BAYFIELD CHAMBER & VISITOR BUREAU • PO BOX 138 • BAYFIELD, WI • 54814**

Bayfield Apple Festival October 4, 5, & 6, 2024

Contact: Bayfield Chamber and Visitor Bureau
42 South Broad Street
PO Box 138
Bayfield, WI 54814

The Bayfield Chamber and Visitor Bureau invites you to submit your entry application for the 62nd Annual Apple Festival. The festival takes place in downtown Bayfield the first full weekend of October, 4 – 6, 2024.

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.

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 rain or shine with no rain dates.
- Vendors must be 18 years or older to participate.
- Attendance: Approximately 50,000 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 a nightly fee, please contact Doug Olson, Outdoor Recreation Program Director (715) 779-3227.
- 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.

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:

- April: Vendor Application Posted on Bayfield.org
- (Early Bird Pricing) Application Due: June 3, 2024 (Full price if Application received after June 3 – See application for pricing details)
- Acceptance & Space Notification Starts: June 10, 2024
- Proof of Insurance and Full Payment Due: September 1, 2024
- 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 each day.
- Any vendor who vacates their booth space before the end of the festival 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.

INITIAL _____

Check-In:

- Thursday, 4:00 – 9:00 p.m. Check-in on the street during these times.
- Friday, 7:00 a.m. – 9:00 a.m. Check-in at Bayfield Chamber (42 S. Broad Street, Bayfield)
- Your booth packet containing booth number, instructions, vendor bathroom button 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 city streets by 9 a.m. Friday of the festival.

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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 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))
- Up to two vendors may share a booth, but each vendor must be juried in 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.
- You must stay in your booth space (lines). No displays/wares are allowed outside of the lines.
- Weather: This is an outdoor festival, and the festival goes on rain or shine 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 and Rain can be an issue; bring weights, and 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 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 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 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 5:30 p.m. – 10:00 a.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.
- You are renting a space only. Booths may be shifted/moved due to circumstances. Every effort will be made to keep as close to the same 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.
- Vendors selling Apple products must use Bayfield Apples and Cider.
- 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.

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Food Vendors: Waste and Disposal

- There is a \$75 trash removal fee for all food booths (Orchards \$50). 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 penalty 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 greywater disposal upon check-in.
- Food and beverage vendors must use only fully recyclable or compostable packaging and to-go materials. No Styrofoam is allowed.

INITIAL _____

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 booth.
- If you require electricity, you must state your needs for voltage, amperage, number of items to be plugged in on your application. (See food application)
- 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 Handmade and Retail Vendors.
- All items sold and displayed must be approved by the Chamber Staff.
- Items presented for sale that have not been submitted and approved may be removed at the discretion of Chamber staff.
- Applicants will be judged on three criteria: impact, creativity, and marketability.
- **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.
- 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 CAROL@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 in inventory and products.

INITIAL _____

Payments:

- **Payments need to be made via check only, no credit cards or online transactions will be accepted.**
- **Submit 2 checks:** 1 for your jury fee and 1 for your booth fee.
- If fees are not paid in full by September 1, 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.

INITIAL _____

Confirmation:

- You will be notified that you have been accepted to participate in Apple Festival by email. Send a Self-Addressed Stamped Envelope if you would like a written acceptance notice.
- Vendors will be assigned spaces based on type of product sold and space availability.
- Cancellations: 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.
- 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 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. Be prepared to compensate in regard to displays and items.
- 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.

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.
- You must have a valid Wisconsin Sales Tax permit. You must fill out Part C – Vendor Information form on the application 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>
- **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.
- All vendors are responsible for obtaining proper insurance and protection within your rented area.
- Anyone selling prepackaged food must be registered or licensed through the WI Dept. of Agriculture, Trade and Consumer Protection. For the Prepackaged food permit, contact the Wisconsin Department of Agriculture.

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
- You must have your own liability insurance. A copy of your insurance must be received by our office no later than September 1 before the festival. If you do not have insurance, many vendors are able to obtain a reasonably priced policy from www.actinspro.com
- The Business name from your application must be on the insurance certificate and the dates of the 2024 Apple Festival must be covered (October 3 – 6th)

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-served basis. Apply early.
- Parking is allowed on side streets during the festival; vendors must follow festival 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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