

# Eau Claire HmongFest 2023

## Vendor Guidelines

### Serving Hours

- Saturday, June 17: 8:00AM – 9:30 PM
- Sunday, June 18: 8:00AM – 5:00PM
- Vendors must stay with their booth during these times. This is an all-weather event.

### Booth Space

- If accepted, food vendors will be placed within the limits of our food vendor areas.
- Eau Claire HmongFest reserves the right to change vendor locations without notice in accordance with changes that are made to the grounds.
- The space assigned at vendor check-in is the only space allotted.
- Displays must be contained within allotted space.
- Please be aware that the ground may be uneven.

### Equipment

- Food vendors must provide all necessary items to prepare and serve their food. Eau Claire Hmong Fest will NOT provide any equipment needed for the sale/preparation of your product (ex: tent, tables, chairs, service counters, storage unit, dishes, coolers, cooking utensils, etc.)
- Vendors must also provide disposable plates, napkins and eating utensils.
- Due to this being an outdoor event vendors must provide their own power source
- All equipment, supplies and overstock must be stowed and hidden within the space provided. No unsightly materials or equipment should be visible to the crowd.
- No tent stakes of any kind are allowed. Tents MUST be anchored to the ground by weights. In the event of high winds or inclement weather, booth owners are responsible and liable for the security and safety of their structures, as well as anything contained within.

## **Application**

- Eau Claire HmongFest reserves the right to deny an applicant for any reason.
- Application and security deposit must be received by May 15th.
- Notice of acceptance will be emailed no later than May 31st.
- All payments must be in the form of a cashier's check or money order.
- Email will be the primary mode of communication. If your email address changes, it is your responsibility to notify us.

## **Booth Fee/Security Deposit**

- A refundable security deposit is due with your application
- Booth and Security Deposit fees:
  - Food truck: \$2000/\$1000
  - Food Booth: \$2000/\$1000
  - Beverages/fruit: \$1000/\$500
  - Merchandise/Photography: \$800/\$400
  - Non-Profit/Tabling: No Charge

## **Required Documents**

- The documents listed below must be completed and submitted with your application by May 15th. Applications without all completed documentation will not be considered.
  - Wisconsin Temporary Event Operator Form (which can be found here: <https://www.revenue.wi.gov/DORForms/s-240f.pdf>)
  - Copy of Eau Claire County Health Dept. License or DATCP License

## **Admission badges & Parking passes**

- Food vendors will be given FOUR (4) admission badges per booth. Additional badges may be purchased at the event (see Ticket Information).
- Food vendors will be given ONE (1) restricted area vehicle parking pass per booth.

- Merchandise vendors will be given TWO (2) admission badges per booth. Additional badges may be purchased at the event (see Ticket Information).
- Merchandise vendors will be given ONE (1) restricted area vehicle parking pass per booth.

## **Products**

- All food products must be listed on your application for review. You may not sell any additional items without written consent from Eau Claire HmongFest.
- Glass bottles are prohibited and are not allowed to be sold.

## **Sales Tax**

- Vendors are responsible for collecting, reporting, and paying their own local state sales tax on all items sold at the event. Current tax rate for the state of Wisconsin is 5.5%.
- To obtain a Wisconsin sales tax number, visit <https://www.revenue.wi.gov/Pages/HTML/tempseal.aspx#event5> or call (609) 226-2776.

## **Load-In**

- Specific load-in event information will be sent via email by May 31st.
- Vendors must set up their booth between the hours of Friday, TBA.
- Vendors will be allowed to drive to their booth during these hours only.
- Vendors are not allowed to enter the site outside of these hours, unless otherwise permitted by their Vendor Coordinator.
- Special requests are not guaranteed to be granted.

## **Load-Out**

- All vendors must load out Sunday between 6:00 PM and 8:00PM.
- Vendors must coordinate load out with their vendor coordinator and be checked out prior to leaving event grounds. Vendors who do not check out with their Vendor Coordinator will not have their deposit returned. No exceptions.

## **Garbage & Grease**

- Vendors are responsible for maintaining a clean booth space.
- All trash from vendor operation must be removed and/or placed in proper receptacles at event end.
- Any vendor leaving materials behind will be billed for its removal.
- Grease barrels are not provided for food vendors. All vendors must remove grease from the premises at event end.

## **Electricity**

- Electrical hookups are not provided. All vendors must supply their own power source.
- All electrical equipment (power strips, multi-outlet taps, extension cords, etc.) must be grounded and protected by a GFCI/suitable for outdoor use.
- Cords shall not be in contact with metal fences and shall be protected from traffic and located/protected to prevent a tripping hazard.
- Items not allowed: Sirens, strobe lights, or flashing/blinking/chasing lights.

## **Safety Rules & Security**

- Each food vendor is required to have a fire extinguisher in their booth. All extinguishers must have a tag attached indicating a current annual inspection has been conducted.
- Liquid propane gas cylinders/tanks must be securely fastened in place in an upright position to prevent unauthorized movement. Safety relief valves shall be pointed away from tents, canopies, buildings, etc. Cylinders shall be protected from vehicle traffic.
- Eau Claire HmongFest provides general grounds security throughout public hours of the event only. Eau Claire HmongFest is not responsible for damage to, loss, or theft of property belonging to a vendor, employees, business invitees, visitors or guests.

## **Restocking**

- Restocking supplies and food items must be done by hand cart when gates are open.

- Vendors may not drive on festival grounds during serving times.

### **Advertising**

- We encourage accepted vendors to advertise their appearance at our event. However, vendors are not permitted to promote their appearance on social media or any other platform prior to acceptance (May 31st).

### **Permitting/Health Department**

- It is the food vendor's responsibility to comply with required food permits and licensing.
- Additional permits may need to be purchased in order to participate in the festival.
- Inspections will be conducted throughout the event.
- For the guidelines, please call the Eau Claire City-County Health Department 715-839-4718.

### **Additional Information**

- In addition to Vendor Guidelines, vendors must abide by all Eau Claire HmongFest general policies
- No pets of any kind allowed.
- If these rules are violated, the food vendor agrees that Eau Claire HmongFest may immediately revoke all rights of the vendor, including removal from booth space without refund.
- The decision of Eau Claire HmongFest shall be accepted as final in any disagreement between vendors or in the decision to remove from the festival without refund any vendor or his/her representative performing an act or practice which, in the opinion of Eau Claire HmongFest is objectionable. All matters not covered in this agreement are subject to the decision of Eau Claire HmongFest. If legal action must be taken, vendors will incur all legal fees.

Vendor agrees that all information provided in their application is true and correct, that they have read and understand all rules outlined. It is agreed that no other agreement shall be binding upon the parties unless in writing and signed by an authorized representative of Eau Claire HmongFest.

Vendor agrees to hold harmless and indemnify Eau Claire HmongFest, Eau Claire Area Hmong Mutual Assistance Association, Inc., the City of Eau Claire, and any of their directors, officers, members, agents, volunteers, exhibitors or the owners of any festival-related property from and against any and all liabilities, costs, damages, expenses and attorney's fee resulting from or attributable to any and all acts and/or omissions of Exhibitor, its directors, officers, employees, agents, volunteers, exhibitors or the owners of any festival-related property associated with Exhibitor's booth and the booth's operations and agree to be part of no legal action of any kind against any of them.