



## Wheels on Main - Vendor & Craft Fair - Rules & Regulations - September 3rd, 2023

**1. BOOTHS** — Single booths include (1) 8' table and two (2) chairs while double booths include (2) 8' tables and (4) chairs in the price of registration. Booths will not be equipped with electricity, and extension cords to connect to outlets at charging stations will not be permitted. **BOOTHS MUST BE STAFFED DURING ALL SHOW HOURS.** Exhibitors shall care for and keep in good order the space occupied by them and surrender such space at the close of the show in the same condition it was received. If the space occupied is damaged by the participant, their employees, patrons, or guests, the exhibitor will pay such claims as are necessary to restore the space to its original condition. No subletting of space is allowed. Each booth shall be in the name of the reservation made by the exhibitor. The Downtown West Bend Association reserves the right to make all necessary modifications. The Downtown West Bend Association and the Washington County Fair Park and Washington County Grounds are not responsible for theft, damage, or loss of any kind to any equipment or an exhibitor's booth.

**2. DECORATIONS** — Exhibitors may provide their own decoration, table skirting, related materials, and/or additional tables/chairs if needed. All decorative material must be fire-proof. Exhibitor's decorations shall not obstruct neighboring displays nor project into aisles. Screws, nails, or duct tape cannot be used to tack anything onto side walls or floors. Painter's tape is okay. Displays must be freestanding, not leaning on other booths, and confined to exhibit space. All display fixtures over 3 feet in height must be confined to the back of the booth. Maximum height of 8 feet for exhibits on the back side, maximum of 3 feet at the aisles. (Exhibitors whose booths cannot meet these standards must have made prior arrangements with the Downtown West Bend Association prior to this contract to have been placed in a non-obstructive space.) Carpet is not included with your booth. However, you may provide your own.

**3. EXHIBIT HOURS** — All exhibits must be open and staffed during the Show hours: Sunday, September 3rd from 9 am to 5 pm.

**4. SETUP & TAKE-DOWN** — Exhibits may be installed Saturday, September 2nd from 10:00 am to 2:00 pm. All exhibits must be completely installed by 8:00 am Sunday, September 3rd. Networking hour will start promptly at 8:00 am for all participating vendors. Doors will open to the public promptly at 9:00 am. No exhibit shall be dismantled before 5:00 pm Sunday, September 3rd and all exhibits must be removed by 6:00

pm on Sunday, September 3rd, 2023. Penalties for not abiding by these rules will be enforced and additional rent charges may apply. Along with the main front doors, there is a bay door on the side of the pavilion that will be available if needed during set-up and take-down. Anything brought in must also be brought out. Trash cans/bags will be provided if there is anything you want to discard during the event. All discarded cardboard boxes must be broken down.

**5. USE OF SPACE** — Exhibiting, demonstrating, taking orders, selling, and distributing products and advertising material such as flyers and/or brochures must be confined to the exhibitor's contracted space. Business must be conducted in a dignified manner from within the booth and will be limited exclusively to exhibitors' services or goods manufactured or sold during the regular course of business. Only products specified in this contract as identified by the exhibitor may be promoted from an exhibitor booth. Pavilion rules forbid the sale of beverages from an exhibitor's booth.

**6. SIGNS** — All business signs must be professional looking and will be provided by each exhibitor.

**7. Wi-Fi** — While the Washington County Fair Grounds does have Wi-Fi, with over 100 exhibitors, the quality of connection and access to all web pages cannot be guaranteed. We recommend using a personal Hot Spot to ensure that you have secure, online access during the event.

**8. BUILDING RULES & CITY ORDINANCES** — The exhibitor agrees to obey all rules distributed by the Downtown West Bend Association, The Washington County Fair Grounds, and its facilities, the Municipal Building Inspector, the Fire Department, Health Department, and other such departments whose duties embrace regulations of exhibits, the building, grounds, etc. The Washington County Fair Park & conferences Centers pavilion is a smoke-free facility.

**9. INSURANCE & LIABILITY** — Our insurance REQUIRES that all exhibitors provide the Downtown West Bend Association with a certificate of insurance coverage for property loss or damage and liability for personal injury. Failure to provide the certificate will terminate the exhibitor's contract and reserved space. Downtown West Bend Association, The Washington County Fair Park & conferences Center are not liable for any loss or damage to the property of the exhibitor, its employees, agents, or guests due to theft, vandalism, accidental injury, fire, smoke, water from any source, electrical current, or failure of same, accident of any.



## Wheels on Main - Vendor & Craft Fair - Rules & Regulations - September 3rd, 2023

kind, nor from any other cause whatsoever. Downtown West Bend Association and or The Washington County Fair Park & conferences Center will not be liable for injuries to exhibitors, or their employees, agents, or guests, for damages or injuries arising from or connected with the use or occupancy of space in the Wheels on Main & Crafter Fair. The exhibitor agrees to indemnify and hold harmless the Downtown West Bend Association and or The Washington County Fair Park & conferences Center, and its employees, against any and all claims of any person(s) whomsoever arising out of acts or omissions of the exhibitor, its employees, agents or guests. Should premises be destroyed or damaged by fire, by the elements, or any other cause, or should circumstances make it impossible for the exhibitor to occupy such space contracted for during any part of the period covered by the exhibitor's contract for space, the exhibitor shall waive any claim for damages or compensation, except the pro-rated return of the amount paid for the space, after deduction of actual expenses incurred in connection with the show.

**10. CANCELLATION** — No refunds will be made for exhibitor cancellation after this contract has been accepted. However, if the exhibitor has compelling reasons for cancellation and the Downtown West Bend Association can fill the spot appropriately from the waiting list, one-half of the booth fee will be refunded. If booth space is not occupied prior to the Showcase opening, the Downtown West Bend Association shall have the right to use such space as it sees fit. In the event of a flood, fire, strikes, riots, civil commotions, or other uncontrollable circumstances which would render the exhibit area unavailable for use prior to the opening date, no portion of the booth fee will be refunded.

**11. DOOR PRIZE** — Each exhibitor is required to provide a door prize with a \$25 minimum value per booth. Please bring your door prize with you to the event. We will have designated tables for door prizes to be placed on. We ask you to please provide the Downtown West Bend Association with a detailed description of the item(s) included in your prize. Please include a business name, description, value, and a picture (if applicable) no later than Monday, August 21st, 2023. Downtown West Bend Association will draw for winners for the prizes during the show.

### **Pavilion Vendor Check List:**

- Signed rules & regulations.
- Completed & signed application.
- S 240 vendor form filled out.
- Certificate of Insurance
- Applicable food certifications & license

Each Vendor will be invoiced once application(s) are processed – Invoices will serve as a confirmation that your paperwork is submitted. All invoices must be paid in full prior to receiving a stall confirmation. Stalls numbers will be emailed once payments are received and confirmed.

I have read and understand the rules and regulations to be a vendor at the 2023 Wheels on Main Vendor and craft fair.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Company: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**WHEELS ON MAIN VENDOR & CRAFTER STALL AGREEMENT**

**Vendor Information**

Vendor Name \_\_\_\_\_ Contact Person \_\_\_\_\_

Business Name (if different than vendor name) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Business Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

Website \_\_\_\_\_ Facebook \_\_\_\_\_ Yes \_\_\_\_\_ No

**Stall Rentals/Fees**

\_\_\_\_\_ Stalls Requested (not to exceed 2 stalls) (\$100.00 per stall) 10 X 10

\$ \_\_\_\_\_ Total Due

**Stall information list what your stall will be used for: Items I plan to sell this year will include the following: (please print - be specific, include all products and if you need more room for listing products, please use the back of the sheet.) If the stall will be used for informational purpose only, please write "information only."**

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_

5. \_\_\_\_\_ 6. \_\_\_\_\_ 7. \_\_\_\_\_ 8. \_\_\_\_\_

9. \_\_\_\_\_ 10. \_\_\_\_\_ 11. \_\_\_\_\_ 12. \_\_\_\_\_

**I have read and agree to the terms of the enclosed Downtown West Bend Association 2023 Wheels on Main Vendor et Rules and Regulations.**

\_\_\_\_\_  
Signature of Vendor

\_\_\_\_\_  
Date

**Return this signed agreement, a signed rules sheet, and the S 240 form (as required) and a check payable to:  
Downtown West Bend Association  
120 N. Main St. Suite, 120  
West Bend, WI 53095**

**Reminders:  
All Payments, Paperwork, Licenses, and Insurance are due before you will receive stall number confirmation.**

## Vendor Form S240

Please fill out the complete form required by the Wisconsin Department of Revenue for all Vendors. This form must be filled out and handed in with your contracts.

The information that we will need for each vendor is below: Form S240

- 1- **Exempt sales only or display only.**
- 2- **Multi-Level Marketing company pays sales tax.**
- 3- **Non-profit occasional sales exemption.**
- 4- **Exempt Occasional Sales.**

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

If you have any questions about this form that is needed for the market, please contact:

Wisconsin Dept of Revenue – (608)264-4582 – [DORTempEvents@wisconsin.gov](mailto:DORTempEvents@wisconsin.gov) or [www.revenue.wi.gov](http://www.revenue.wi.gov)

For general inquiries about a seller's permit – (608)224-4923 – [DATCPDFSLicensing@wisconsin.gov](mailto:DATCPDFSLicensing@wisconsin.gov)

Seller's Permit Renewal or Billing inquiries – [DATCPFRBSupport@wisconsin.gov](mailto:DATCPFRBSupport@wisconsin.gov)

**Please make sure this form is filled out completely and handed in with your rules form and Vendor Agreement.**

Please fill out all applicable forms and information and send to [Admin@downtownwestbend.com](mailto:Admin@downtownwestbend.com)

Please direct all questions and concerns to Elizabeth & Olivia

[Admin@downtownwestbend.com](mailto:Admin@downtownwestbend.com) | DWBA # 262-338-3909.