

BASTILLE DAYS 2018- Marketplace Application & Rules

1. VENDOR INFORMATION (PLEASE WRITE CLEARLY):

Company Name (to be displayed on event signage): _____

Contact _____ Address _____ City/State/Zip _____

Phone _____ Fax _____ Email _____

2. ITEMS FOR SALE (ADDITIONAL PHOTOS RECOMMENDED):

3. SPACE RESERVATION: Please reserve space for us at Bastille Days. By submitting this contract, we agree to comply with the Event Rules and Regulations. **We agree that exhibit locations and space assignments are subject to approval by The East Town Association, Inc.** Every attempt will be made to place vendors in the desired location; however the Event Management reserves the right to assign space at their discretion. We agree that we will not relocate, sell any merchandise outside the assigned space or sub-let space to any other exhibitor. We understand that no refunds will be given. Each 10' x 30' tent contains three 10' x10' x 7'spaces - 2 Corners and 1 Center. Corners are guaranteed to be a minimum of 5' from other tents.

BOOTH FEE:

10'x10' Booth	<u>CENTER</u>	Space Qty	_____	x \$775.00	=	\$	_____		
10'x10' Booth	<u>CORNER</u>	Space Qty	_____	x \$975.00	=	\$	_____		
							Total	\$	_____

4. CONTRACT: It is understood and agreed by the vendor that this entire document and the attached "Event Rules" constitutes a contract between the vendor and the East Town Association, Inc., when and only when, this contract is countersigned by a Commercial Agent of East Town Association, Inc. Acceptance of monies by the East Town Association, Inc. under this contract is not binding if said money is returned before execution and acceptance of the contract by East Town Association, Inc.

Accepted by: _____ /_____/_____ \$ _____ (enclosed)
Vendor Signature Date Payable to: Bastille Days Festival

Accepted by: _____ /_____/_____ _____
East Town Association Signature Date

5. MAIL TO: Bastille Marketplace
825 N. Jefferson Street
Milwaukee, WI 53202

APPLICATION DEADLINE:
3/31/2018

Please direct all questions to: Emily McElwee 414.271.1416 or emcelwee@easttown.com
Vendors will be notified of acceptance by April 15, 2017. Full booth payment is due by June 1, 2017.

6. ADDITIONAL PAPERWORK TO BE SUBMITTED WITH APPLICATION (3 Items):

- State of Wisconsin S-240 Form
- \$1,000,000 Liability Policy - COI Listing East Town Assoc. and Open Road Events as Add'l Insureds
- Printout of 2018 Bastille Days Map sketch with desired locations highlighted. We will do our best to honor requests and keep placement an open conversation - see #3 above.

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July 12-15, 2018

Vendor Fee Includes: **10' deep x 10' wide booth space x 7' height within a 10'x30'x7' tent**
Each 30' wide tent includes TWO corners and ONE center space
Minimum of One - 100 watt light bulbs
Sufficient tent sidewall to cover all sides of the 10' x 30' x 7' tent
10" x 15" Vendor identification sign
30 Minute "loading" pass for a service vehicle

Event does not furnish labor, handcarts, dollies or any equipment to supply and service your booth. The vendor is responsible for any arrangements for cell or wifi service. FEE INCLUDES RENTAL OF SPACE UNDERNEATH TENT **ONLY**. Vendor's items are not permitted outside tent boundaries.

Terms

Only cash or money orders will be accepted for payments the 30 days prior to the event. All monies paid will be retained by the Event in the event the vendor fails to fulfill their contract.

All participants are responsible for proper public liability insurance.

Vendor is responsible for the care and protection of their merchandise.

Refunds are not allowed under any circumstances.

Event Management reserves the right to remove a vendor for any violation of the regulations.

Vendors are responsible for all charges incurred, due to fines, garbage, clean-up etc.

Vendors may not sell "event specific" merchandise without approval of Event Management.

Vendors must obtain all necessary City, County, and State licenses and sales tax ID number.

Vendors may only sell products that are approved by the Event Management.

Sale of illegal, sexual, or drug related goods or paraphernalia is prohibited.

Sales of food or beverage is prohibited unless specifically approved by Event Management.

Event Management assumes no responsibility for loss or damage to vendor's products.

All returned checks are subject to a \$35.00 service fee.

Vendors may not sub-lease their space without prior written consent of Event Management.

Event Management must approve any sub-let vendors prior to the execution of their contract.

Vendors may neither relocate nor allow displays to protrude outside their assigned space.

Vendors shall abide by the signage guidelines set forth by Event Management.

Space allocation is at the discretion of Event Management.

Vendor may not plug any electrical appliance or lighting into the general lighting circuit.

Waiver

Vendor agrees to indemnify The East Town association, Inc., Open Road Events, Ltd., any and all sponsors of Bastille Days, and their officers, directors, trustees, employees, agents, representatives, volunteers and servants, and anyone else connected with the management or presentation of Bastille Days and will hold and save each of them harmless from any and all actions, damages, and claims, to persons or property, penalties, obligations, liabilities or attorney's fees that may be asserted or claims by any person, firm, entity, corporation, political subdivision or other organization arising out of any negligent or intentional tortuous acts, errors or omissions of vendor, its agents, employees, sub-contractors, or invitees, provided for herein and arising out of the performance of this agreement.

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GENERAL INFORMATION AND EVENT RULES

Payment / Deposits - Locations are not allocated until full payment is received. **MINIMUM DEPOSIT** to reserve booth space is **\$250.00** which is NON-REFUNDABLE. Full payment is due no later than June 1.

Signage Guidelines / Sound - Each Vendor is supplied with a 10" x15" Name sign. Additional signage is NOT ALLOWED outside the vendor's booth. Signs may be placed inside the booth. Amplified sound is NOT allowed. Vendors will be notified of an infraction.

Electrical - Each vendor will receive general lighting (1-2 bulbs per 10'x10' booth), and one 20 amp circuit to share per 30' tent. Vendors are forbidden to plug any electrical fixture into any box that has not been specifically assigned to their booth. Each vendor is responsible for any electrical problems occurring in their booth. Generators are not permitted.

Parking / Overnight Parking / Loading - Due to limited space on the event site, the Event is unable to provide parking for Marketplace Vendors or their staff. Please use public transportation when possible. There is no overnight parking allowed on site. A "Supply Vehicle" pass allows loading at your booth for up to 30 Minutes. All vehicles must be removed by 10:00AM Daily. Please make sure that you are not blocking the driving lane.

Security/Clean-Up - All participants are responsible for proper insurance and protection of merchandise. The festival provides general security 24 hours a day but cannot be responsible for the vendor's merchandise. The festival grounds are cleaned every night. Areas around vendor will be cleaned. Cleaning crews will not go inside booths. Any exceptional garbage such as cardboard boxes and other packaging should be deposited in the dumpsters by the vendor. Upon closing on Sunday night, the vendor is responsible to remove all garbage in and around their booth. Vendors will be charged a fee for debris left in vendor space. Animals are prohibited.

Tents and Display layout - All spaces are furnished with a shared tent and sufficient sidewall to cover all sides, only event-furnished tents are allowed. Each vendor is responsible for the daily installation and removal of sidewall. Tents may not be moved. Vendor's location must be OPEN and STAFFED during all event hours. Vendor may not Move-Out early. **Displays MAY NOT extend outside the vendors' tent in any direction (above, into walkway, etc).** Offenders may be asked to leave the premises without a refund.

ITEMS NOT PERMITTED TO BE SOLD: Vendors may not sell any items using with Bastille Days Festival name or likeness. Vendors may not sell any items not listed on their application or approved by the festival. Vendors may not sell or sample any food or beverage items. Vendors may not light or burn incense, candles etc.

Move-In, Move-Out & Pick-up of Event Materials (2018 Credential Table Location TBD)

Wednesday	July 11, 2018	2:00 PM - 7:00 PM	(Move-in & Pick-up of materials)
Thursday	July 12, 2018	7:00 AM - 10:00 AM	(Move-in & Pick-up of materials)
Sunday	July 15, 2018	9:00 PM - 1:00 AM	(Move-out & Clean-up, exit route given during event)

Supply Hours - Vendors may pull a single (1) vehicle up to their vending area for 30 minutes during the supply hours. The vehicle must have a "Drop-off Vehicle" pass, and must not block the traffic flow.

Thursday	July 12, 2018	7:00 AM - 10:00 AM
Friday	July 13, 2018	7:00 AM - 10:00 AM
Saturday	July 14, 2018	7:00 AM - 10:00 AM
Sunday	July 15, 2018	7:00 AM - 10:00 AM

Operating Hours - All vendors MUST be open and ready for operation during the **SHOW HOURS:**

Thursday	July 12, 2018	11:00 AM - 11:30PM
Friday	July 13, 2018	11:00 AM - 11:30PM
Saturday	July 14, 2018	11:00 AM - 11:30PM (Kids' day opens at 10am)
Sunday	July 15, 2018	11:00 AM - 9:00 PM