

WELCOME! PREPARED FOOD & BEVERAGE VENDORS

2018 BAYFIELD APPLE FESTIVAL • OCTOBER 5–7

FRIDAY, SATURDAY & SUNDAY • 10AM TO 5PM • BAYFIELD, WI • BAYFIELD.ORG/APPLEFESTIVAL

DEAR ORCHARDS, FOOD & BEVERAGE VENDORS,

The Bayfield Chamber & Visitor Bureau is pleased to invite you to submit an application to sell your food products at the 2018 Bayfield Apple Festival.

The Bayfield Apple Festival got its start when the local orchards began bringing their apples to downtown Bayfield to sell to visitors. Over 50 years later, the festival now draws approximately 60,000 people over the course of the three day event to the city of Bayfield.

The festival's attractions are many: an arts and crafts fair, grand parade, apple peeling and pie contests, raffles, staged and street entertainment, kids' carnival and contests, dances, live music and a large variety of food items.

We are careful in our selection process to ensure that the food offerings are not repetitious, resulting in higher sales for those vendors accepted into the festival. In addition to traditional fair food, we seek to highlight our local orchard products, local foods and foods that present a unique twist on the traditional festival fare.

Please find enclosed an application for food and beverage vendors including MEMBER ORCHARDS, LOCAL MEMBERS, LOCAL NONMEMBERS, NONMEMBER SNACK and NONMEMBER FOOD.

If you have more than one type of booth, ex. an orchard booth *and* a food booth, you will need to fill out two applications.

APPLICATIONS & DEPOSITS DUE: June 1
ACCEPTANCE & SPACE NOTIFICATION BEGINS: July 1
FULL SPACE FEES DUE: August 1
FESTIVAL SET-UP: Beginning at 6pm Thurs. Oct. 4
& Fri. Oct. 5 before 10am
APPLE FESTIVAL: October 5, 6 & 7, 2018

*Applications will be accepted until full.
To guarantee best placement or to secure your spot from years prior,
please apply by June 1.*

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.

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 in this.

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.

THANK YOU FOR YOUR INTEREST IN APPLE FESTIVAL!

PLEASE DIRECT ANY QUESTIONS regarding food and beverage vending at Apple Festival to Emily Jeffress, Events Coordinator at the Bayfield Chamber and Visitor Bureau: (715) 779-3335 or emily@bayfield.org

BAYFIELD
and the apostle islands



PREPARED FOOD & BEVERAGE VENDOR RULES 2018 BAYFIELD APPLE FESTIVAL • OCTOBER 5–7

FESTIVAL RULES & REGULATIONS

- 1) Participants must be present and operational on all three days from 10AM to 5PM. Any vendor who vacates their booth space before the end of the festival will not be invited to return.
- 2) All vendors must have a valid Wisconsin Seller's Permit.
- 3) Participants are permitted to sell only the items that are submitted in this application and accepted by the Apple Festival jury.
- 4) Items presented for sale that have not been submitted and approved may be removed at the discretion of Festival Staff.
- 5) Apple Festival Booth Permits must be clearly posted on all booths. 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.
- 6) All booths must post prices of all products as presented on application.
- 7) All vendors are responsible for the removal of all displays, garbage, left over products, materials, boxes, etc.
- 8) All vendors must have insurance providing coverage for liability to customers and all other third parties, and their property. Certificates of insurance must be furnished to the Bayfield Apple Festival prior to September 1 and include the Bayfield Chamber & Visitor Bureau as covered on the policy.
- 9) All vendors must submit the prescribed garbage fee for each booth to cover costs of trash removal (\$50; orchards \$30).
- 10) Local nonmembers, nonmember snack and nonmember food vendors must submit a \$150 damage/security fee per booth with application. This fee will be refunded following the festival on the condition that all vendor material is removed and there is no damage to the festival grounds. This fee will not be refunded if you are accepted into the 2017 festival and cancel after you have been notified.

WASTE DISPOSAL & RECYCLING

- There is a \$50 TRASH REMOVAL FEE for all food booths (orchards \$30). This fee covers trash that you hand out to consumers. It does not cover your food booth's preparation, supply containers, grease, etc.
- If you would like your booth trash removed by festival personnel, you may contract for its removal prior to the festival or onsite. Contact information will be provided in your follow up material.
- Apple Festival trash containers are not provided for your food booth. They are for use by the consumer and must remain on the street.
- All food booth vendors must bring their own containers for the collection of their booth waste.
- Grey water, compost and grease will also be picked up nightly if needed. Contact information will be provided in your follow up material.
- Food and beverage vendors must use only fully recyclable or compostable packaging and to-go materials. No styrofoam is allowed.

ELECTRICITY

The Bayfield Apple Festival provides 110/220 service at select, limited booth locations for \$75 PER BOOTH (orchards \$25). If hardwiring is required for electrical services, it must be approved prior to acceptance and costs an additional \$35 or \$110 total (orchards exempt).

If you require electricity, you must state your needs for voltage, amperage, number of items to be plugged in on your application.

A licensed electrician will be on site during setup on Thursday and Friday. You will be responsible for paying the electrician directly for any special requirements you have.

INSURANCE

To hold a valid Apple Festival vendor permit, all vendors are required to have, in force, adequate liability insurance. Adequate liability limits means minimum limits of One Hundred Thousand Dollars (\$100,000.00) per occurrence for bodily injury and minimum limits of Fifty Thousand Dollars (\$50,000.00) per occurrence for property damage.

Proof of insurance must be submitted to the Bayfield Chamber & Visitor Bureau no later than Sept 1. The Bayfield Chamber & Visitor Bureau must be included as covered in this policy.

BOOTH INFORMATION

Food booths are located in specific areas on Rittenhouse Ave. (sidewalk and pavement set-up), Manypenny Ave. and Broad St. (pavement set-up only) during Apple Festival. The festival encompasses a seven-block area of downtown Bayfield.

A minimum 10' X 15' space is allocated for all food booths. If more space is needed or you wish to vend from the side of your space, you may purchase space in 5' increments (ex. if you need 18' then you must pay for 20').

TO QUALIFY FOR THE MEMBER ORCHARD OR THE LOCAL MEMBER FOOD 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.

MENU

A complete description of your proposed menu along with a price list **MUST** accompany all applications. Your menu items and prices may not change from what you have submitted for the Festival.

PERMITS AND LICENSURES

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.

TO RECEIVE YOUR WI SELLER'S PERMIT, CONTACT:

Wisconsin Department of Revenue
P.O. Box 892
Madison, WI 53708-8902
(608) 266-2776

FOR QUESTIONS REGARDING FOOD LICENSING AND SERVING PROCEDURES:

Bayfield County Health Department
P.O. Box 403
Washburn, WI 54891
(800) 390-3604

Please note: Wisconsin food vendor regulations are different from other states.

Anyone selling prepackaged food must be registered or licensed through WI Department of Agriculture, Trade and Consumer Protection.

FOR PREPACKAGED FOOD PERMIT INFORMATION, CONTACT:

Wisconsin Department of Agriculture,
Trade and Consumer Protection
2811 Agriculture Drive, P.O. Box 8911
Madison, Wisconsin 53708-8911, (608) 224-5012

VENDORS SELLING APPLE PRODUCTS MUST USE BAYFIELD APPLES:

Apple Hill Orchard • (715) 779-5425
Bayfield Apple Company • (715) 779-5700
Blue Vista Farm • (715) 779-3698
Erickson Orchards • (715) 779-5438
Hauser's Superior View Farm • (715) 779-5404
Hillcrest Orchard • (715) 779-5756
Homestead Gardens • (715) 373-2770
North Wind Organic Farm • (715) 779-3254
Rabideaux's Bayfield Fruit Co. • (715) 779-5509
Sunset Valley Orchard • (715) 779-5510
Weber Orchard • (715) 779-5448

PLEASE DIRECT ANY QUESTIONS regarding food and beverage vending at Apple Festival to Emily Jeffress, Events Coordinator at the Bayfield Chamber and Visitor Bureau: (715) 779-3335 or emily@bayfield.org

PREPARED FOOD & BEVERAGE VENDOR APPLICATION

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1) GENERAL INFORMATION

CONTACT NAME: _____

BUSINESS NAME: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

BUSINESS PHONE: (_____) _____

CELL PHONE: (_____) _____ FAX: (_____) _____

EMAIL: _____

WEBSITE: _____

WISCONSIN SELLER'S PERMIT: _____

I HAVE APPLIED FOR A PERMIT BUT HAVE NOT YET RECEIVED MY NUMBER

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, injury, theft, or loss.

SIGNATURE _____ DATE _____

2) 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 _____

MENU ITEM 5: _____

PRICE _____

MENU ITEM 6: _____

PRICE _____

MENU ITEM 7: _____

PRICE _____

MENU ITEM 8: _____

PRICE _____

MENU ITEM 9: _____

PRICE _____

CONTINUED ON REVERSE

ENTRY CHECKLIST

BY JUNE 1, MAIL THE FOLLOWING ITEMS:

- COMPLETED APPLICATION FORM
- \$150 DEPOSIT (IF APPLICABLE)
- PHOTOGRAPHS SHOWING YOUR BOOTH DISPLAY & PRODUCT

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BY JUNE 1 • MAIL COMPLETED APPLICATION FORM, BOOTH DEPOSITS & BOOTH PHOTO/S TO

BAYFIELD CHAMBER & VISITOR BUREAU • PO BOX 138 • BAYFIELD, WI • 54814

PREPARED FOOD & BEVERAGE VENDOR APPLICATION, CONTINUED

3) FEE CALCULATOR

BOOTH TYPE	PREPARED FOOD BOOTH FEE	TRASH (PER BOOTH SPACE)	ELECTRIC PLUG IN /or ELECTRIC HARDWIRED (PER BOOTH SPACE)	REFUNDABLE DEPOSIT (PER BOOTH SPACE)
A MEMBER ORCHARD	10'x15': \$45 10'x30': \$90	\$30	\$25	N/A
B LOCAL MEMBER*	10'x15': \$325 10'x30': \$625	\$50	\$75 /or \$110	N/A
C LOCAL NONMEMBER*†	10'x15': \$375 10'x20': \$500 10'x25': \$625 10'x30': \$750	\$50	\$75 /or \$110	\$150
D NONMEMBER SNACK Ex. ice cream, popcorn, drink	10'x15': \$875 10'x20': \$1100 10'x25': \$1325 10'x30': \$1550	\$50	\$75 /or \$110	\$150
E NONMEMBER FOOD Ex. sandwich, burger, gyro	10'x15': \$1250 10'x20': \$1575 10'x25': \$1900 10'x30': \$2225	\$50	\$75 /or \$110	\$150

*ASHLAND AND BAYFIELD COUNTIES

†PRODUCT MUST BE MADE LOCALLY OR USE LOCAL INGREDIENTS

4) BOOTH INFORMATION PLEASE COMPLETE FOR EACH BOOTH SPACE YOU ARE REQUESTING

PLEASE COMPLETE: BOOTH TYPE, EXACT SIZE (measurements must take into account hitches, overhangs, preparation, storage, etc.), DESCRIPTION (include photo of each) & LOCATION REQUEST:	APPLICABLE PREPARED FOOD BOOTH FEE (FROM ABOVE)	TRASH FEE (FROM ABOVE)	ELECTRIC TYPE & FEE (FROM ABOVE)	DEPOSIT (FROM ABOVE; IF APPLICABLE)	TOTAL
1) A B C D E SIZE: ____' x ____' (circle booth type from above) BOOTH DESCRIPTION: _____ PREVIOUS LOCATION: _____	\$ _____	\$ _____	\$ _____ VOLTS: _____ AMPS: _____ # OF ITEMS PLUGGED IN: _____	\$ _____	\$ _____
2) A B C D E SIZE: ____' x ____' (circle booth type from above) BOOTH DESCRIPTION: _____ PREVIOUS LOCATION: _____	\$ _____	\$ _____	\$ _____ VOLTS: _____ AMPS: _____ # OF ITEMS PLUGGED IN: _____	\$ _____	\$ _____
3) A B C D E SIZE: ____' x ____' (circle booth type from above) BOOTH DESCRIPTION: _____ PREVIOUS LOCATION: _____	\$ _____	\$ _____	\$ _____ VOLTS: _____ AMPS: _____ # OF ITEMS PLUGGED IN: _____	\$ _____	\$ _____

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

NO SUPPLY VEHICLES MAY BE PARKED NEXT TO FOOD BOOTHS

TO QUALIFY FOR THE CHAMBER MEMBER FOOD 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.

\$ _____

TOTAL FOR ALL BOOTH SPACES

BY JUNE 1 • MAIL COMPLETED APPLICATION FORM, BOOTH DEPOSITS & BOOTH PHOTO/S TO BAYFIELD CHAMBER & VISITOR BUREAU • PO BOX 138 • BAYFIELD, WI • 54814

OFFICE USE

DATE RECEIVED: _____	PROOF OF INSURANCE SUBMITTED: _____	WELCOME PACKET SENT: _____
ACCEPTED: _____	DATE RECEIVED PAYMENTS: _____	BOOTH #: _____
WI SELLERS PERMIT SUBMITTED: _____	PAID COMPLETELY: _____	