

Celebrate Eau Claire 2013

Event Date: September 21

VENDOR APPLICATION - DUE BY AUGUST 23rd
Special Construction Pricing!

Celebrate Eau Claire 2013

Due to an earlier decision regarding summer construction on S. Barstow, Downtown Eau Claire Inc. is changing the International Fall Festival to "Celebrate Eau Claire" to feature and showcase Downtown Eau Claire businesses. The event will be similar to the International Fall Festival, but with a more local look and feel. The 2014 event will return to the International Fall Festival with regular vendors and pricing.



Vendor Responsibilities

Each vendor is responsible for handling and collecting sales tax and reporting the 5.5% Wisconsin and Eau Claire sales tax. To obtain a Wisconsin Sales Tax Number write to Wisconsin Sales and Use Tax Division, Dept. of Revenue, P.O. Box 8902, Madison; go online at www.Revenuewi.gov or call 609-226-2776. If a vendor registers, but is not able to attend for any reason, booth space fees are non-refundable.

Set up begins at 10:00 am on Saturday and must be completed by 1:00 pm. All cars must be off the street by 12:00 pm. NO EXCEPTIONS! Vendors are responsible for providing tables, chairs and display materials. Vendors are also responsible for the removal of all refuse from their area to the designated collection areas.

Exclusivity of products is not guaranteed, with the exception of beverages. DECI reserves the exclusive right to sell soda, bottled water and lemonade.

Electricity

Electricity will NOT be provided in 2013. If you need electricity, please plan to bring your own generators.

Food Vendors Only

Each food vendor must comply with the Eau Claire City-County Health Department and may be inspected. For health department guidelines call 715-836-4718. A \$50 inspection fee may be charged. Additional permits may need to be purchased in order to participate in the festival.

The 2013 festival will NOT be using a food ticket system.

Cancellation Policy

If the festival must be cancelled due to inclement weather (light rain will not be a cause for cancellation), booth space fees are non-refundable.



Contact Information:

Downtown Eau Claire, Inc.
Julie Mishefske
203 S Farwell St. - PO Box 5148
Eau Claire, WI 54702-5148
Phone: 715-839-4914
Downtown@EauClaireWI.gov



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Application Procedure

- Complete and sign application
- Enclose copy of certified insurance (required)
- Return application and payment by **August 23, 2013**
- Make checks payable to DECI
- Mail to: DECI - P.O. Box 5148
Eau Claire, WI 54702

Contact Name _____

Business Name _____

Address _____

City/State/Zip _____

Phone _____ WI Tax Acct # or SS# or FEIN# _____

Email (required) _____

You MUST select at least one below in order to be a vendor!

- I am a DECI Member
- My business/organization is located in within one of the four districts of Downtown Eau Claire
- I want to become a DECI Member (Membership form and payment must be received by August 23rd to participate.)

Describe what you wish to sell. (If you are a food vendor, please attach menu.) _____

Food Vendor Space (approximately 10'x12')

- _____ Number of food vendor spaces - DECI Member (**cost \$100/space - flat fee**)
- _____ Number of food vendor spaces - Non-DECI Member (**cost \$200/space - flat fee**)

Craft or Other Non-Food Vendor Booth Space (approximately 10' x 12')

- _____ Number of booth spaces - DECI Member (**cost FREE**)
- _____ Number of booth spaces - Non-DECI Member (must be located in Downtown Eau Claire) (**cost \$50/space**)

Returning Vendors

- _____ I am a returning vendor and would like the same location as 2012. (Due to the new construction, we cannot guarantee the same space as 2012. We will make every effort to accommodate your requests.)

Total amount enclosed _____

As a participant, I hereby agree to hold harmless and indemnify Downtown Eau Claire, Incorporated, the City of Eau Claire and their officers, agents, representatives and employees from and against any and all types of claims, demands, losses, liability, actions or expenses arising of any kind whatsoever which connect with participation in the festival. I also agree to defend Downtown Eau Claire, Incorporated, the City of Eau Claire and their officers, agents and representatives and employees against claims or actions by attendees. I further testify that I am authorized by the stated organization to give signature to this agreement.

Signature: _____ Date: _____



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