



eliminating racism
empowering women **ywca**

**VENDOR
CONTRACT AND APPLICATION**

La Crosse Wisconsin – Oktoberfest Grounds

June 4 & 5, 2011 – 9:00 a.m. to 4:00 p.m.

Vendor Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact: _____ E-Mail: _____ Web Site _____

Phone: (____) _____ Fax: (____) _____

Description of Business (15 words or less, for Fest advertising) _____

I would like to reserve _____ 10' x 10' CANOPIED SPACES at \$150 for the first 10' X 10' covered space and \$100 for each additional space.
(\$175 after 3/15/2011)

I would like to reserve _____ 10' x 20' CANOPIED SPACES at \$250 each.
(\$275 after 3/15/2011) Additional 10'x10' spaces may be purchased for \$100 each.

I would like to reserve _____ 10' x 10' UNCOVERED SPACES at \$100 per 10' X 10' *(\$125 after 3/15/2011)*

TOTAL ENCLOSED: _____

**50% non-refundable deposit to reserve space – postmarked March 15, 2011.
Prices increase March 16, 2011. Remaining 50% due on April 15.**

VENDOR SPACE PREFERENCE:

Returning Vendors:

Same site(s) as 2010 _____ # additional sites _____

If you would like a different location, please list site number or area _____

The Fest lay-out is different this year so you may need to select a new space.

New Vendors:

Indicate which site or group of sites you would like in order of your preference. Please refer to enclosed site map for space numbers. For uncovered areas, indicate which of the areas you prefer.

GardenFest reserves the right to approve all site areas, and will fit you in as best we can.

1. _____ 2. _____ 3. _____ 4. _____

I need an electrical connection in my space. _____ yes _____ no

CLEANUP: Vendors leaving their spaces with litter, bark, or any type of debris will be billed \$25 per space for the cost of cleanup and may lose their opportunity for an invitation to GardenFest 2012.

ADVERTISING: The YWCA will arrange for publicity for GardenFest. By signing this contract, the vendor agrees to allow the YWCA to use its business name for GardenFest publicity purposes.

www.ywcagardenfest.com

VENDOR CONTRACT RULES & REGULATIONS

The Coulee Region YWCA - GardenFest™ is a horticultural event, promoting plants and related services for use in the greater La Crosse, Wisconsin region. Only garden-related or yard-care items will be allowed unless previously authorized by GardenFest. GardenFest reserves the right to limit participation of craft, accessory, and gift items in the Fest. All plant material and related items must be in excellent condition and of high quality.

VENDOR SPACES: Spaces are 10' X 10', except the front entrance sites at 10' x 20', and most are covered by canopies provided by GardenFest. The cost to reserve a space is \$150 for the first 10' X10' covered space and \$100 for each additional 10' X 10' space. If the application is postmarked after March 15, the cost will be \$175 for the first 10' X10' and \$100 for each additional 10' X 10' space. Vendors are not allowed to set up tents or canopies. Non-profit horticulture groups are invited to participate at a reduced rate. No sharing of vendor spaces is allowed. Vendors must provide their own tables, chairs, display shelves, watering cans, and protection from inclement weather (side walls are provided for tents - although not recommended for use during windy weather). Electricity is available, and will be provided if requirements are known by May 15, 2011. Water will be available onsite, and brought to the booths **before 9:00 a.m. and after 4:00 p.m. each day.**

Vendors will be given their preferred spaces on a first come first serve basis, with preference given to all prior participants sending in their contracts and deposit postmarked by March 15, 2011. Spaces will be assigned based on the date the contract is received and the GardenFest will assign a space if there is no preference designated. In the event that a vendor's space preference cannot be fulfilled, GardenFest reserves the right to select and assign the vendor to the best possible space available.

VENDOR SET-UP/TEAR-DOWN: Vendors may set up their booth space on Friday, June 3, 2011 from 8:00 a.m. to 7:00 p.m. Vendors agree to have booth ready by 8:00 a.m. on Saturday, June 4 and will not dismantle their booth until 4:00 p.m. on Sunday, June 5. Drive up re-stocking must be completed Saturday from 7:00 a.m. to 8:45 a.m. and 4:00 p.m. to 7:00 p.m., or on Sunday from 7:00 a.m. to 8:45 a.m. Vendors are requested to clean all debris from their booth space(s) before they leave. A fee of \$25 will be charged to clean up a site, per space, if debris is not removed completely.

LIABILITY AND INSURANCE: The Vendor agrees to indemnify and hold harmless the YWCA and GardenFest, its employees and its officers, from claims arising out of its participation in the 2011 GardenFest, including claims caused by the negligence, errors or omissions of the Coulee Region YWCA or GardenFest. GardenFest will take all reasonable precautions to protect vendors from such loss. GardenFest will not be liable for injuries to, or loss or damage to the property of the vendor, its employees, agents, guests, or attendees, arising out of the 2011 GardenFest, including but not limited to injuries, losses, or damage due to theft, vandalism, fire, smoke, wind, water from any source, electric failure, or defects in booths, tents or other equipment.

GardenFest requires a certificate of insurance that includes a 30-day cancellation of coverage or of material change in the coverage. By May 15, 2011, vendors must provide a certificate of General Liability insurance including, premises and operations and products and completed operations coverage. The limits must be \$500,000 per occurrence and \$500,000 aggregate. The Coulee Region YWCA and GardenFest must be named as an additional insured on the policy. *Please issue a Certificate of Insurance with the certificate holder as follows:*

*Coulee Region YWCA - GardenFest
3219 Commerce Street
La Crosse, WI 54603*

CANCELLATION: GardenFest is held rain or shine. Vendors will forfeit their deposit and any other payments if they cancel.

MISCELLANEOUS:

- 1. Booth spaces must be staffed by vendors at all times while GardenFest is open to the public.
- 2. Absolutely no smoking is allowed on GardenFest Grounds.
- 3. GardenFest reserves the right to remove any vendor or participant from the GardenFest and future GardenFests for unacceptable behavior and/or non-compliance with the rules and procedures of GardenFest.

*Please sign and date this contract and return it with your payment. Make checks payable to
GardenFest - YWCA of the Coulee Region
3219 Commerce Street
La Crosse, WI 54603*

The YWCA will notify you of the receipt of your contract and deposit by mail.

BY SIGNING THIS RELEASE, THE UNDERSIGNED WARRANTS THAT HE OR SHE HAS READ ITS TERMS AND AGREES TO BE BOUND THEREBY.

Signature: _____ Date: _____

Printed Name: _____

Vendor Name: _____

Received ___/___/___
Postmarked ___/___/___
By _____
Amount paid _____
Site Assigned: