



13th Annual Fall Festival Vendor Application | Event Date: Saturday September 7th, 2024

- Vendor fee for brick and mortar businesses within the Downtown Oconomowoc Business District is \$150. Vendor fee for non-downtown businesses is \$250.
- Fall Fest is exclusively for artisans and/or retailers who sell products that can be purchased and taken from the event.
- Food Vendors are required to pay a \$100 deposit (in addition to their booth fee) to cover trash removal. All trash must be removed from your booth space and placed in the assigned dumpster, if you do not do so you will not receive your deposit back.
- No more than 2 booth spaces per vendor are allowed.
- Booth spaces are 10'x10', NO tents, displays, WIFI or electricity will be provided.
- Spaces will be offered on a "first-come" basis. Your application and payment secure your spot pending Fall Fest Committee approval.
- Your booth must represent your business and cannot be sold or left empty*.
- If you plan on selling/providing something other than your normal business wares, you must let us know immediately, all changes are subject to approval by the Fall Fest committee.
- No refunds for canceled booths.
- Set up begins at 6:30am. Teardown begins at 6:00pm, NO vehicles will be allowed on the street prior to 6pm and that time may be delayed based on pedestrians on the street. Your booth must be "shoppable" from 9:00am – 6:00pm
- Liability Insurance - All Vendors must have General Liability Insurance - Please provide Certificate of Insurance with Downtown Oconomowoc Business District named as the Certificate holder. This must be received with your application. Please call Kristin @ 262.560.0900 with questions regarding insurance.

***If you do not show up, you will NOT be refunded for the cost of the booth.**

****If you purchase a 2nd booth you MUST be set up there.**

**Please print, complete information below and mail this application along with your check to
DOBD, PO BOX 244, Oconomowoc WI 53066.**

Checks payable to Downtown Oconomowoc Business District/DOBD.

Name _____

Business Name _____

Number of Booths Requested _____ Limit 2 (\$150 each for downtown businesses/\$250 for non-downtown businesses)

Phone Number _____ Email _____

Address _____

Website _____

Business Tax ID or Social Security Number _____

Facebook or Instagram _____

Signature _____ Date _____

REGISTRATION MUST BE SUBMITTED NO LATER THAN JUNE 30th, 2024!!

Applicants will NOT be considered after this deadline!

If you have any questions or need additional information please contact us at events@downtownoconomowoc.org