

Harbor Fest 2019 Vendor Guidelines and Application



www.harbordistrict.org -
stephanie@harbordistrict.org
makensie@harbordistrict.org
414-687-7072



**Sunday, September 8, 2019,
11 AM to 4 PM, Rain or Shine**
600 E. Greenfield Avenue, outside
the UWM School of Freshwater Sciences

Dear Festival Vendor:

Thanks for your interest in being a part of the third annual Harbor Fest. We are excited to create a community event with you that brings awareness to the Harbor, the surrounding area and the revitalization work being done. We won't be able to have a successful, safe, fun, welcoming event without the best guidelines, practices, and rules for you to vend at Harbor Fest:

Guidelines and Rules

Selection Process

All vendors must go through an approval process before becoming a vendor at Harbor Fest. Organizers of Harbor Fest reserve the right to approve and/or reject vendor applications. Vendor applications will be accepted on a case-by-case basis and approvals given in an effort to maintain highest quality and variety of products.

Entrance Fee

Our entrance fee is non-refundable for any reason or under any circumstance. All vendors must be pre-registered with event management. No walk-ins allowed. Entrance fee must be sent with application to be considered.

Booth

All booth placement is done by festival organizers. Booth Assignments will be given just prior to the festival. You will be sent information about set-up & tear-down.

Bring a 10 x 10 canopy or tent to keep cool or dry. Make sure you show up with all of the chairs, tables, displays, and necessary equipment. Make sure you bring change for cash sales.

Electricity is not provided, so make sure you have a generator or other power source if necessary. Generators must be portable and rated at 80 decibels or less.

Signs are only permitted in your purchased booth area.

We don't allow vendors to amplify music.

We already have a stage with music throughout the day. Not only do we not want to take away from those performing, but we want to encourage interaction from customers with your business.

Merchandise

Harbor Fest welcomes festival goers of all ages. We want to provide a family friendly atmosphere as well as a safe atmosphere. For these reasons, if we see merchandise that we think may detract from these goals, we reserve the right to ask you to remove it from the premises.

Food Vendors

We do not allow food vendors without the relevant city permits. For more information, on obtaining a city permit, please call 414-286-2238.

As per the City of Milwaukee's health code, each food vendor must have a hand-washing station (such as a small igloo beverage cooler filler with water). All waste (including water waste), must be discarded at designated locations

Payments – Please mail entrance fee in with application. Checks or money orders accepted payable to: Harbor District, Inc. For credit card payments call: 414-643-1266.

Mail payments to:
Harbor District, Inc.
C/O Harbor Fest
600 E. Greenfield Ave.
Milwaukee, WI 53204

How the Day Goes

Set up begins at 8:00 AM. Please check in at the table near the UWM School of Freshwater Sciences parking lot.

Vehicles must be off the road by 10:00 AM

11 AM: Festival Starts

4 PM: Festival Closes Your booth must be taken down no later than 5pm.

Application

Your Name: _____

Group or Business Name: _____

Contact Phone Number: (_____) _____ - _____ **Can we text you? Circle Y/N**

Short Description of Food or Merchandise to be sold:

Exhibitor: What activity will you have at your booth?

Fees Please mail entrance fee in with application. If you are not selected, we will mail your check back to you.

Check all that apply:

Vendors

- \$50.00: Business (10x10 booth space)
- \$20.00: Non-profits (10x10 booth space)

Food Vendors

- \$120.00: (10x10 booth space and food truck)

Additional Comments:

By signing this form, I, _____, agree to the following:

- I have read, understand, and will comply with the guidelines and regulations established by the festival committee and the City of Milwaukee.**
- I have or will obtain any necessary vending permits required by the City (for food vendors)**
- I understand that if I do not abide by the guidelines and regulations established by the festival committee and the City of Milwaukee that my booth may be closed without warning and without refund.**
- I agree not to hold the festival committee, the festival, Harbor District, Inc., or any agents, officers, or employees of the aforementioned responsible for any loss or damages incurred on the day the festival occurs.**
- I agree not to hold the festival committee, the festival, Harbor District, Inc., or any agents, officers, or employees of the aforementioned responsible of any claim, damages, costs, or cause of action which I have or may in the future have as a result of injuries or damages sustained or incurred while on and/or upon the premises of the Harbor Fest as a vendor.**

**Applicant
Signature**

Date ___/___/2019