

# WINDIGO FEST

## ***FOOD & VENDOR APPLICATION***

- WHERE:** Manitowoc County Expo Center  
4921 Expo Dr.  
Manitowoc, WI 54220
- WHEN:** Friday October 1<sup>st</sup> 5:00pm-Saturday Oct 2<sup>nd</sup> 1:00am  
Saturday October 2<sup>nd</sup> 11:00am-1:00am Sunday Oct 3<sup>rd</sup>  
Sunday October 3<sup>rd</sup> 11:00am-6:00pm
- SET-UP:** Day of event – Friday October 1<sup>st</sup> from 1:00pm-4:00pm  
All additional vehicles **MUST** be moved to the parking lot by 4:00pm on the day of the festival. Necessary inspections will begin prior to opening.
- DEADLINE:** All applications must be submitted by August 31<sup>st</sup>, 2021.
- VENDOR SPACE:** Booth space is limited to a single 10'x10' booth (including all wires, poles, etc.) which will be located indoors unless you request to be outside, which needs to be stated along with your application. If you choose to be outside, please come prepared for all types of weather, you must secure your booth in case of windy conditions and no stakes will be allowed. All items being sold or displayed must be contained in booth space.  
**All food vendors will be outside.**
- ELECTRICITY:** Vendors must list all electrical connections on application. Electrical arrangements must be made prior to your arrival. 15amp/110 volt only. Last minute electrical changes will not be accepted.
- WEATHER:** The festival will not be canceled because of rain. This is an indoor/ outdoor event; be prepared for any type of weather. Tents, canopies, and pop-ups must be secured to withstand the weather. Tents will not be allowed to be staked into the ground.
- CAMPING:** **Camping available on grounds, call (920)683-3268 to make reservations.**
- CERTIFICATE OF INSURANCE:** **(Food Vendors Only)** A current Certificate of Insurance is required for all food vendors naming Dead by Dawn Productions LLC, Windigo Fest, and the Manitowoc County Expo Center as an additional insured. Certificate of Insurance is required before set up.
- REQUIREMENTS:** The exhibitor will be responsible to be open during the entire festival. You cannot vacate early. Your booth must be neat, attractive, and well-maintained. Signage with visible and clear pricing is required. You are responsible for setting up, maintaining, and removing your own booth, merchandise, and trash. All vendors, must decorate, their booth or trailer for Halloween and have at least one item featured with that theme. A trophy will be awarded to the with the best Halloween theme and display.
- APPLICATION CHECKLIST:** Please mail or email the following items for approval:
- Application
  - Payment
  - Food menu with pricing if applicable (otherwise items sold)
  - Affirmation and Liability release
  - Certificate of Insurance (food and service only)
  - Photo of your booth/ any high-quality photo for our website and advertising in a JPEG format

# KEEP THIS COVER SHEET FOR YOUR INFORMATION

## FESTIVAL PROCEDURES, CONDITIONS & RATES

### GENERAL INFORMATION

This document contains pertinent rules and regulations that govern the operations of WINDIGO FEST. We are extending invitations to vendors who submit fully executed applications with required enclosures and payments (see application page) by the August 31st, 2021 deadline. Priorities for space will be reviewed based on past participation, date of receipt of fully executed application and type of product/item. WINDIGO FEST strives to maintain a balance and diversity in vendor offerings, and quality offerings. All applications and products are reviewed so that we may maintain this balance. Our goal is to keep standards high and promote a safe, successful and fun festival. The policies and regulations set forth in this document are designed to maintain order and to regulate activities on the Festival site. Regulations will be enforced.

### PROCEDURES

The following application and agreement must be fully completed, signed and returned with the following enclosures to be considered for participation:

1. A photograph of the concession set-up and detailed description of products/items to be sold is required for vendors who wish to participate. (Send to [info@windigofest.com](mailto:info@windigofest.com))
2. \$150.00 vendor fee with a completed and signed application by August 31st, 2021. If vendor fee is not paid by August 31st, 2021, vendor fee will be \$200. If you are not accepted for the Festival your check will be returned to you by September 30th, 2021.
3. Certificate of Insurance naming Windigo Fest, Dead by Dawn Productions LLC, and the Manitowoc County Expo Center as an additional insured. (Food and service vendors only)

### CONDITIONS

1. All locations will be assigned by Windigo Fest staff. While written location requests will be considered, placement will be at the sole discretion of Windigo Fest staff. Use of property is strictly limited to assigned location.
2. Exhibitor/Concessionaire parking is not provided, except for specified set-up/load-in and break-down/load-out times, vehicles will not be permitted at event site. Vehicles will be removed immediately when asked to be by Windigo Fest staff.
3. A photograph of the concession set-up and detailed description of products/items to be sold is required with the application before the application can be approved. All items food vendor/concessionaire wishes to sell are subject to approval by Windigo fest staff. Any product not specified in the application will not be allowed at the Festival, unless permission is sought and given, in writing. Items will be removed from the concession stand when asked by Windigo Fest staff during the festival if they were not approved. Failure to abide may result in not being asked back to the festival in future years.
4. Food/Concessionaire must provide a certificate of insurance to Windigo Fest by August 31st, 2021.

## **INSURANCE VERIFICATION**

Each exhibitor must provide Windigo Fest. with a certificate for Comprehensive General Liability and Automobile Insurance, \$1,000,000 minimum plus Workers Compensation as provided by the statutory limits of \$100,000 each accident, \$500,000 disease policy limit and \$100,000 disease for each employee.

Windigo Fest & Dead by Dawn Productions must be listed as additional insured under general liability in relation to show participation, on the certificate under "Description of Operations / Locations / Vehicles/ Exclusions added by Endorsement / Special Provision".

There are two exceptions to the Workers Compensation requirement (1) Canadian exhibitors and (2) any vendor that is self-employed with zero employees; this exhibitor must submit a date/signed letter stating "I am self-employed with zero employees and therefore exempt for carrying Workers Compensation.

Exhibitors who retain subcontractors must have those subcontractors submit certificates as outlined for exhibitors. The exhibitor must provide that subcontractor's certificate when providing its own certificate. Certificates are required with deposit. All payments and forms must be sent to Windigo Fest no later than the deadline date August 31st, 2021. If there is a problem with your insurance please contact us at 920-683-3268.

5. All signs and displays must be of a professionally produced nature. Prices of items must be displayed.
6. Food/Concessionaires and vendors are required to keep a neat, presentable booth always. Tables should be covered. Empty boxes and trash will not be permitted around the booth. This looks unprofessional and sloppy.
7. It is the sole responsibility of each exhibitor/concessionaire to obtain the applicable and appropriate state and local licenses and permits as well as payment of taxes pertaining to their operation. Please note: Food vendors should expect inspection of food operations by Manitowoc County Health Department.
8. A limited number of outdoor electrical hook-up will be available (SEE Application). You can also use propane or battery power to run your booth. Generators may only be used with Windigo Fest approval. Vendor agrees to hold Windigo Fest, Dead by Dawn Productions LLC, Manitowoc County Expo Center, and any officers and/or owners of the company harmless for any damage to equipment caused by any malfunction.
9. Windigo Fest will provide day and night security, but food/concessionaire and vendors agrees to hold above-listed organizations harmless for any injury, theft or other loss that may occur to property or person during the load-in/set-up, event, break-down/load-out of the Festival.
10. SALE OF ALL BEVERAGES WILL BE RESERVED EXCLUSIVELY FOR WINDIGOFEST. Windigo Fest also reserves the right to restrict which items will be sold, to include exclusive agreements with national product lines and those who have entered an agreement with Windigo Fest to be the "official" vendor, such as: soda, beer, wine and Festival T-shirt.
11. Food/Concessionaires and vendors are not to begin striking their display until Sunday October 3<sup>rd</sup> at 5:00pm. Exhibits must remain open until event closing, even if exhibitor is sold out. Leaving early makes the festival look in disarray; and concessionaires who leave early will not be invited to participate the following year.
12. All vendors must decorate for Halloween and be dressed in costume.

**13. REMINDER: INSURANCE \*\*** Please note: All vendors are required to submit proof of insurance see #4 above. Proof of this insurance must be mailed with your application to Windigo Fest no later than August 31st, 2021, or vendor space will be released to vendors on our waiting list. Mail to:

Windigo Society  
719A Franklin Street  
Manitowoc, WI 54220  
Attn: Festival Committee

**14.** Security will be provided (as a courtesy) for the vendor booths each day of the event.  
WINDIGOFEST WILL NOT BE HELD LIABLE OR BE RESPONSIBLE FOR LOSS, THEFT OR DAMAGE.

**15.** There will be trick or throughout the grounds for the kids this year on Saturday Oct 2<sup>nd</sup> in the afternoon. Please bring candy to hand out, and feel free to get creative, tricking them for a treat is encouraged.

*If you are looking for accommodations, there is Baymont by Wyndham, Manitowoc Lakefront, as well as nearby Holiday Inn, AmericInn, Super 8, and Quality Inn.*

# WINDIGOFEST FOOD & VENDOR APPLICATION

Business Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Street or PO Box: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail Address (required): \_\_\_\_\_

Nature of goods to be sold: \_\_\_\_\_

Were you a vendor last year? \_\_\_\_\_

Number of vehicle passes: \_\_\_\_\_ 0 \_\_\_\_\_ Anticipated date & time of set-up: \_\_\_\_\_

Do you have (please circle): Facebook, Twitter, Instagram Hashtag: \_\_\_\_\_

The deadline is August 31st, 2021. Vendor hereby requests permission to display and sell the products and/or services listed above. Further, the Windigo Fest, Dead by Dawn Productions LLC, reserves the right to approve any product/item a vendor may wish to sell or dispense as well as limit the number of concessions selling the same product/item. DO NOT bring items to the Festival unless previously approved. On the day of the Festival, our standards committee will be monitoring compliance.

I have read and understand and will abide with WINDIGO FEST general information, procedures, rates and conditions.

By signing this application, I acknowledge that the Festival is subject to various weather conditions and state and federal safety and health regulations. No refund of application fees. Exhibits must remain open until Merchant building closes at 10pm on Friday and Saturday, and 6:00pm on Sunday. (Outdoor vendors and food trucks must remain open from until closing of the festival)

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please Print Name: \_\_\_\_\_

*The above named has read and understands the general information, procedures and conditions and seeks admission as a concessionaire.*

*Dead by Dawn Productions LLC reserves the right to refuse any application. Submission of this application does not guarantee a space.*

# WINDIGOFEST FOOD & VENDOR APPLICATION

## 1. PROPOSED MENU OFFERINGS:

List the items you want to sell at the festival. Please try to be as specific as possible and list projected selling prices. Any changes in menu must be submitted in advance, in writing, and approved by the committee.

2. REMINDER: No beverages or otherwise, may be sold without prior approval of the Festival Committee. The sale of alcoholic beverages is strictly prohibited.

3. LIMIT: If the festival committee feels your projected selling prices are too high, we will let you know. Offerings must stick to the theme of the festival.

4. Submitting your application does not guarantee acceptance into the event. Vendors selling similar items will be limited.

Item	Price

Please, if you have any food or menu related questions, call Dawn Dabeck at 920-683-3268. Your menu and pricing must be clearly labeled at your booth.

# WINDIGO FESTIVAL FOOD & VENDOR APPLICATION

\_\_\_\_\_ 10'x10' Vendor Space  
\$200 if paid after Aug. 31st, 2021 \$150.00 =\$ \_\_\_\_\_

\_\_\_\_\_ \$10 Fee if Paying with Credit Card

*Total Amount Enclosed* = \$ \_\_\_\_\_

**NOTE:** Electrical arrangements must be made prior to your arrival. Last minute electrical changes will not be accepted. (NO GENERATORS PERMITTED EXCEPT WITH WINDIGO FEST APPROVAL!)

## PAY BY CHECK

Please make all checks payable to Windigo Society

Mail to:  
Windigo Society  
719A Franklin Street  
Manitowoc, WI 54220  
ATTN: Festival Committee

## PAY BY CREDIT CARD

By supplying the following information, your credit card will be charged for the full fee, as per your application, upon your acceptance as a Vendor at WINDIGOFEST on August 31st, 2021. It will show on your statement as The Mad Hatter.

Business Name: \_\_\_\_\_

Please Circle:      **Visa**              **MasterCard**

Name on Credit Card: \_\_\_\_\_

Card #: \_\_\_\_\_ Exp: \_\_\_\_\_ / \_\_\_\_\_

Security Number: \_\_\_\_\_

Billing Address of Credit Card: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

If you are not accepted for the Festival your payment will be returned by September 30th, 2021.

# AFFIRMATION & LIABILITY RELEASE

I, \_\_\_\_\_, hereby affirm that I have been well advised and thoroughly informed of the inherent hazards and policies of the event. I know that by participating in the 2021 WINDIGO FEST, I am exposing myself to certain known and unknown liabilities in my direct and indirect actions with the public and invitees of this event. I also understand that if I choose to hire help for the event, that I am directly responsible for their actions or injury. I hereby personally assume all risks associated with my voluntary participation in this event for any harm, injury or damage that may befall me or any employee or temporary help, because of my participation, whether foreseen or unforeseen. I understand and agree that Dead by Dawn Productions LLC, the Manitowoc County Expo Center, Windigo Fest, located in Manitowoc County in the state of Wisconsin, their members and/or directors and officers may not be held liable in any way for any occurrence about my participation in the 2021 WINDIGO FEST that may result in injury, death, or other damages to me or my family, heirs, or assigns, and in consideration of being allowed to participate in this event, I hereby personally assume all risks in connection with said event for any harm, injury, or damage that may befall me, including all risks connected therewith, whether foreseen or unforeseen; and further to save and hold harmless said event and persons from any claim by me, or my family, estate, heirs, or assigns arising out of my participation in this event. I further state that I am of lawful age and legally competent to sign this affirmation and release, or that I have acquired the written consent of my parents or guardians; that I understand the terms herein are contractual and not a mere recital; and that I have signed this document of my own free will. It is my intention by this instrument affirmed by my signature below to exempt and release 2021 WINDIGO FEST and Dead by Dawn Productions LLC, Manitowoc County Expo Center, their members, directors and officers from all liability whatsoever for personal injury, employer's liability and workers' compensation, property damage or wrongful death arising out of or during my participation in this event.

**I HAVE FULLY INFORMED MYSELF OF THE CONTENTS OF THIS AFFIRMATION AND RELEASE BY READING IT BEFORE I SIGN IT.**

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**Company Name**

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**Signature of Participant**

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**Date**

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**Print Name**