



Food Vendor Contract

Future Omro Chamber | Main Street Program
W. Larrabee Street, Omro, WI 54963, (920) 685-6960 x23
www.futureomro.org, dracine@omro-wi.com

Name of Event: **Memorial Day "Sell-A-bration" 2018**

Date of Agreement: Friday, May 25; Saturday, May 26; and Monday, May 28 (Food Vendors wishing to stay Monday will need to contact Future Omro in order to verify product(s) you wish to sell during the Car Show)

Fee Amount: \$150 or \$160 if electricity is needed

<i>For office use only</i>	
___	Check (check # _____)
___	Cash
Total Amount Collected	
\$	_____

1) Future Omro is bound in a contract with:

NAME OF VENDOR _____

ALLOW THEM TO SOLICIT _____

- 2) As part of this contract, the food vendor must furnish to Future Omro a list of all items to be sold (as well as an itemized price list) at least one month in advance.
- 3) The food vendor understands that all set up and take down shall be their responsibility and that any items (tables, chairs, electricity, generators, etc.) shall also be their responsibility.
- 4) The food vendor will be restricted to marked spots (**measuring 12' X 24'**) for such sales and set times of 9 am – 5 pm.
- 5) As part of this agreement, Future Omro shall be paid a flat fee of **\$150** to be submitted with this contract. If electric is needed an additional **\$10** fee will be charged. This is a limited source, and will be issued on a first come first serve basis in order of contracts received by Future Omro. The Omro Public Library will not be a source for electricity.
- 6) **Form S-240, seller's licenses or valid social security numbers are required**, unless exempt documentation is provided.
- 7) The vendor agrees to dismiss Future Omro of all liability or losses incurred while at this event and provide the Future Omro with a **copy of current insurance coverage**.
- 8) **If, for whatever reason, the vendor does not show up to sell at the event any deposits made with this contract will not be returned.**
- 9) Event will be held rain or shine (please come prepared).
- 10) The **vendor is responsible of all health and food permits from the county and state.**

___ **YES I will need electricity (extra \$10)**

___ **NO I do not need electricity**

___ I agree to the terms and regulations on page 2 of this contract.

Signature _____ Date _____

Address _____

City _____ State _____ ZIP code _____

Phone Number _____ Email Address _____

Future Omro Vendor Memorial Weekend Rules and Regulations

- \$150 for 12x24 booth space. Adjacent spaces available for \$150 each. No refunds after May 1. Make checks payable to **Future Omro** and mail registration form, payment and S-240 vendor sheets to Future Omro, 130 W. Larrabee St., Omro WI 54963.
- The event is Friday, May 25th – Monday, May 28th from 9 am to 5 pm each day. Set-up is between 7 am and 9 am. We ask that all vendors be ready for business by the 9 am start time. We also ask that vendors stay for the entire duration of the day.
- The event is located at South Scott Park. It is right off of HWY 21 between Quincy Ave. and Jackson Ave. This is a grassy area and has uncovered areas with limited shade, so be prepared.
- During set-up you may park your vehicle on Main Street to unload your merchandise/display materials. After you have done this, **we require that you move your vehicle** to a more permanent parking location on either Jackson Ave or Huron St. This will free up the most accessible parking spots for your customers. **Respect others and please remove your vehicle immediately after unloading and before set-up. Driving or parking is ONLY allowed for set-up/break-down. Parking during the event is NOT permitted.** Please no parking on Quincy.
- Each space will be marked off with paint, so you may easily identify your booth area. Please stay within your rented space. In the event of no-shows, additional spaces will be available for purchase. A Future Omro representative will be on hand during the set-up, **starting at 7 am**, to answer any questions you may have and collect money for additional booth spaces. (To set-up prior contact below.)
- **Form S-240, seller's licenses or valid social security numbers are required**, unless exempt documentation is provided.
- All vendors will be held liable for damage caused to/by their product, equipment, etc. We **strongly recommend** that each vendor carry personal liability and product liability insurance. If you do not carry separate liability insurance for your crafts/business check into your homeowner's policy for coverage. Future Omro is **not** responsible at any time for the vendor, vendors' goods or personal effects.
- Spaces are set on a first come/first serve basis and we do our best to accommodate special requests.
- Handicap parking is available on the west side of the park next to the library.
- This event will go on, rain or shine, so please come prepared. **No refunds** will be given out in the event of rain or no-shows. Reserved spaces are guaranteed until 9 am, after which time unclaimed spaces may be sold.
- Tables, chairs and overhead covers for booth spaces are **not** furnished so please bring your own or make other arrangements. Again, this is a grassy area and has uncovered areas with limited shade, so be prepared.
- No power is provided, unless stated in your contract. Booths with noisy generators will be placed in the last row.
- If you stated on your contract, and made your payment accordingly, that you are in need of electricity, please **bring your own** extension cords (the longer the better) and equipment. An outlet will be provided.
- If your business is a Future Omro member, please contact the Future Omro office for information on the discounted member benefit.

You may contact Future Omro Chamber-Main Street with any questions or concerns at (920) 685-6960 x23 or email us at lkromm@omro-wi.com. *These rules and regulations are subject to change.*

Member Benefit

If you are a Future Omro Member, you will receive at least 2 months advance notice of the next year's contract and a 25% discount on all crafter/vendor fairs.

Memorial Day: \$112.50, \$37.50 discount

4th of July: \$131.25 per space, \$43.75 discount