

2022 HARVEST FEST

TASTE OF GREEN LAKE | VENDOR AGREEMENT

Saturday, September 24 | 10:00 am – 7:30 pm

Sunday, September 25 | 10:30 am – 4:00 pm

The Green Lake Area Chamber of Commerce invites you to participate in the Taste of Green Lake Food Fair!

THIS YEAR: We are allowing both restaurants and service groups to vend on both days to better serve our attendees! A food court will be placed under a 40'x100' tent that will stay up throughout the weekend on Hill Street. This will save the Chamber, band, and vendors from tearing down at 3:30 pm on Saturday for the parade and having to reset on Sunday. This will give our visitors and attendees more time to enjoy our event with it wrapping up at 7:30 pm on Saturday evening. On Saturday, there will be the Antique Tractor Show which will be held on Mill Street. The Classic Car Show on Sunday will also be held on Mill Street. This will give our attendees the opportunity to stroll up and down the festival grounds and allow our retailers space to sell outside their business.

LOGISTICS: The Chamber will be investing in a panel for your electrical needs on the corner of Hill and Mill Street, in addition to providing coverage under the tent, tables, and seating for our attendees. You will need to be very specific on your request for space, a full bay includes four banquet tables (two for prepping and two for serving), and half bay will be 2 tables (one for prepping and one for serving). The vendor tent will have sides in case of inclement weather. Please see map on page 3 for more details.

FEES: The fees will be structured different this year, making it a win-win and fair for all vendors! Vendors who register will be acknowledged on all marketing materials related to the food menu for Harvest Fest.

- **Non-profits and Restaurants setup under the food court tent:** \$50 deposit required at the time of the application to lock in your food selection and space, 8% of your profit will be due on October 28th, 2022.
- **Restaurants in the community participating at their location with beer/food court:** \$250 flat fee due upon registration or 8% of your profit due on October 28th, 2022.
- **Food Truck Trailer Flat Fee:** \$250 Chamber Member, \$350 Non-Chamber Member

Following the event, the Chamber requests food court vendors and restaurants to complete the expense and income log on page 5. 8% of your profit (after expenses) will be due to the Chamber by October 28th, 2022. Flat fees will be due upon submission of your application. Please, we are on the honor system, items purchased for your organization such as tents, grills, etc. cannot be deducted if they will be used for other fundraising events throughout the year.

ITEMS TO SELL: As usual, menu items may be reserved on a first-come first-serve basis. If duplications occur, you will be notified to make alternatives for your menu. The Chamber will need your menu items no later than September 2nd. We hope to create uniform signage for each vendor to hang from the tent for our attendees to see clearly what you are selling (this can only happen if you submit your items in time). Please call the Chamber office with any questions you may have regarding options that are available at 920-294-3231.

FOOD SAFETY: If your restaurant is already licensed through the Tri-County Environmental Health Program (Green Lake, Marquette, & Waushara) you will not need any additional licensing. However, if you are licensed through another agent county or by the state and an inspection is conducted during the fair, the Health Department will not issue you another license, but charge an inspection fee of \$40. The information for requirements is located on the Waushara County website at www.wausharacountypublichealth.com/Food-Program.html.

Health Inspector - Allison McCormick / 920-294-4070

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Taste of Green Lake Food Court Guidelines

Please read carefully, the first section to complete is for non-profits and restaurants who wish to be placed in the food court. Page 4 is the application for food trucks and restaurants who wish to offer an outdoor beer/food garden on their premise in the City of Green Lake. Please complete the form and return it with your registration fee to the Green Lake Area Chamber of Commerce no later than **September 2nd**.

Food Court Guidelines:

- All vendors placed under the food court tent will be allotted a full bay (four tables) or half bay (2 tables)
- One outlet (20-amps) per booth, unless noted in the application. You must bring your own, heavy-duty, 50-ft extension cord, along with a surge protector if plugging in more than one extension cord.
- Each booth can serve up to 2 – 4 items
- You must be set-up and ready to serve by 9:45 am on Saturday and 10:15 am on Sunday.
- All vehicles must be unloaded and removed from the street by 9:30 am on Saturday and 10:00 am on Sunday.
- Each vendor must take a shift of monitoring garbage in the Food Court, a schedule will follow.
- Participants are responsible for clean-up of their area during and after the food fair.
- **The Chamber will be the exclusive vendor serving water, soda, beer, and wine in the food court.** Please respect this policy, this is our largest fundraiser of the year.

HARVEST FEST FOOD COURT APPLICATION & GUIDELINES

Restaurant/Service Group: _____

Primary Contact: _____ PH: _____ Email: _____

Secondary Contact: _____ PH: _____ Email: _____

Restaurant & Service Group Deposit (Food Court only): \$50 (your deposit is **applied** to your final fee. The expense report and 8% of your profit will be **due by October 28th**. An alternative is to choose a flat fee of \$250 upfront.

Deposit: \$50 OR Flat Fee: \$250

Check#: _____ Date: _____

I will be vending on the following days:

Saturday & Sunday _____ Saturday Only _____ Sunday Only _____

List a full description of your menu choices and prices for approval and marketing efforts (please be specific to avoid duplicate items):

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

Will you need electric under the food court tent (West Hill Street):

_____ YES _____ NO

(If yes, you will need to provide one 50' extension cord, in addition to a power surge if more than one outlet needed)

Taste of Green Lake Food Court Application & Guidelines
During this two-day festival, we receive ~10,000+ attendees

If electric is needed, please describe **in detail** your electrical needs (how many outlets you will need, what type of equipment you will be using; Nesco's, gas grills, warmers, coolers, etc.):

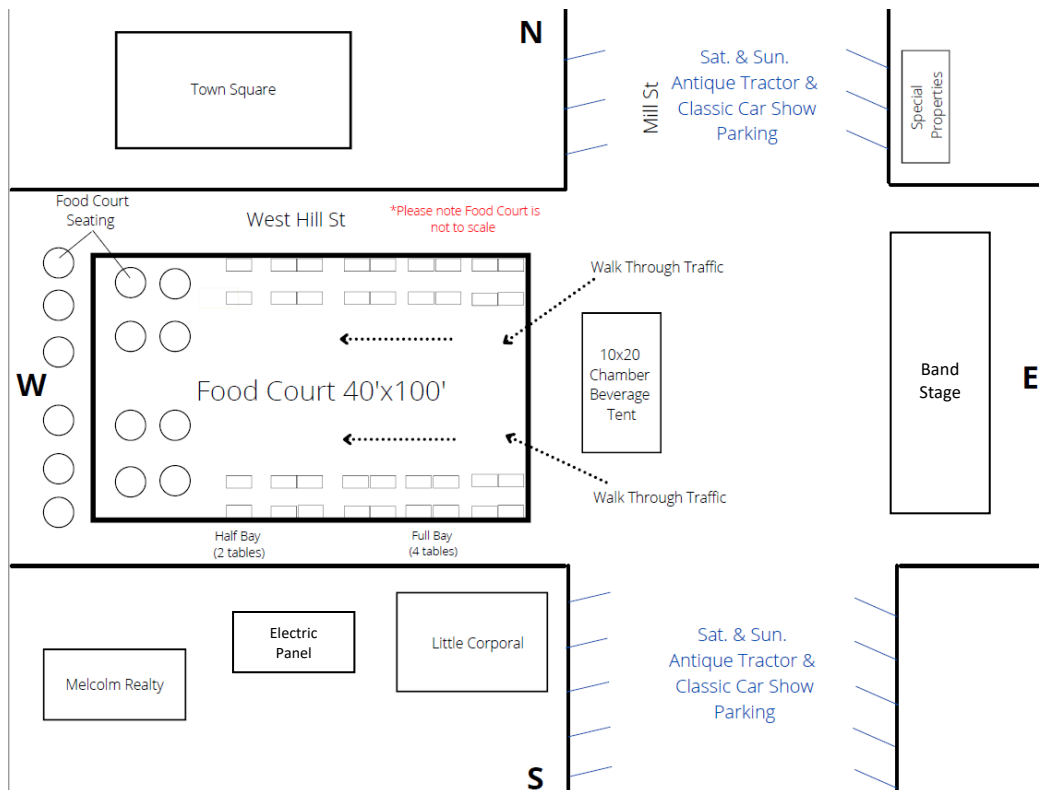
I will need the following space for vending under the food court tent (FYI- A full bay will provide you with approximately 20' in front for serving):

- _____ Full Bay (4 tables – two tables for serving & two for prepping in the rear)
- _____ Half Bay (2 tables – one table for serving & one for prepping in the rear)

Saturday vendors in the food court will have the choice to tear down at 4 pm during the parade, however, we request that you continue to serve until 7:30 pm, if you are able.

If vending on Saturday, we will vend until:

- _____ 4 pm _____ 7:30 pm (Live music and the Chamber beverage tent will end at 7:30 pm)



Mail your reservation from and deposit to:
 Green Lake Area Chamber of Commerce (GLACC)
 PO Box 337
 Green Lake, WI 54941
 920-294-3231 or email info@visitgreenlake.com

HARVEST FEST FOOD TRUCK AND ONSITE RESTAURANT APPLICATION & GUIDELINES

During this two-day festival, we receive ~ 10,000+ attendees

Food Truck/Restaurant Name: _____

Primary Contact: _____ **PH:** _____ **Email:** _____

List a full description of your menu choices and prices for approval and marketing efforts (please be specific to avoid duplicate items):

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

Restaurant Fee (*vending on your premises with outdoor beer/food garden located in the City of Green Lake and wishes to be included on all marketing materials*):

_____ \$250 (Flat Fee due upon registration) or _____ 8% of Profit (due by September 28th)

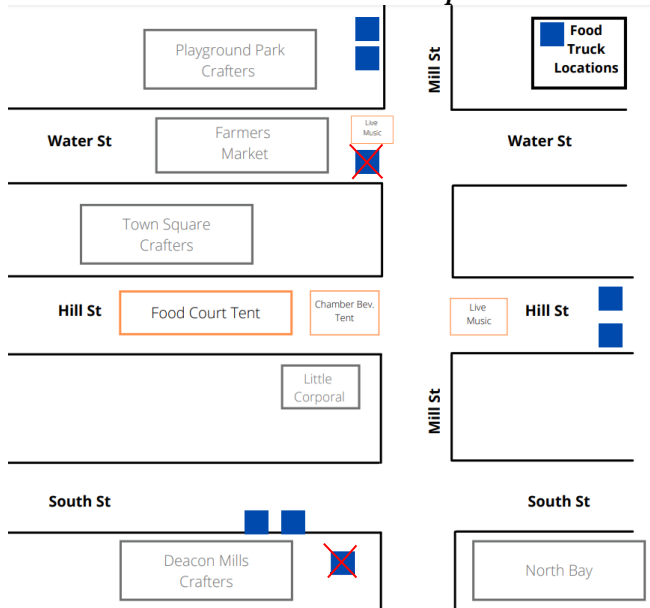
Two Day Food Truck Fee: _____ \$250 (Chamber Member) _____ \$350 (Non-Chamber Member)

Food Truck Placement Request:

Deacon Mills Park (South St.) _____ Playground Park (Mill St.) _____ Water/Mill St. _____ Lake/Hill St. _____

(Requested location will not be guaranteed and will be determined based on your signup date. Two spots are available at each location, see the map below. Electric is not provided).

Food Truck Map



Mail your reservation form and deposit to:
 Green Lake Area Chamber of Commerce
 (GLACC)
 PO Box 337
 Green Lake, WI 54941
 920.294.3231
 info@visitgreenlake.com

**Green Lake Area Chamber of Commerce
2022 Harvest Fest
Vendor Contribution Income and Expense Report**
Report is due to the Chamber no later than October 28th, 2022

Name of Organization _____
 Person Completing Report _____

INCOME

Please describe all income with totals

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total Income to Report	\$ _____

EXPENSES

Please list all appropriate expenses with totals below or attach receipts (Note: Expenses related to investments for your organization such as tents, grills, tables, etc. cannot be included unless it is ONLY used for Harvest Fest. Decorations cannot be deducted).

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total Expenses to Report	\$ _____

Total Income \$ _____
 Total Expenses \$ _____
 PROFIT (subtract expenses from income) \$ _____
 8% of PROFIT Due (\$250 cap) \$ _____

Subtract your deposit paid to the Chamber \$ _____50.00_____

Total due to Chamber \$ _____

Questions: please contact the Chamber at 920-294-3231 or info@visitgreenlake.com
 Mail report and check to GLACC, PO Box 337, Green Lake, WI 54941