



*Founder's Day*  
*Village of Bonduel*  
*P.O. Box 193*  
*Bonduel, WI 54107-0193*



## **Bonduel Founder's Day Application**

Dear Vendor:

Thank you for your interest in Bonduel's 17<sup>th</sup> Annual Founder's Day which will be held on September 21, 2019. We are looking forward to another successful year and we thank you for your continued support of our event.

Event Date: Saturday, 21 September, 2019

Event Check-In: 21 September, 2019 6:30AM

Set Up Time: Saturday, 21 September 2019 7:00AM –9:00AM

Event Time: 9:00AM – 3:00PM

Please read this entire application, complete the appropriate application, the S-240 Form (provided), any other requested forms and return with payment, to the address listed below. Applications returned without all requested forms will not be considered. Note: There are 2 vendor applications; one is for crafters and one is for food vendors.

All essential oil and CBD oil vendors must include a Certificate of Liability with their application. The DEC sheet is the Declaration of Policy, and it may be used also.

Returning vendors - your application, S-240 Form, other requested forms and payment for the space(s) are due July 15, 2019 to guarantee your space from last year. No exceptions.

Your S-240 Form is sent in to the Wisconsin Dept. of Revenue after the event. This is required by law. Shawano County Sales Tax is 1.055%.

We only allow for one representative per direct sale company. If we already have a person for that company, your application will be kept on a waiting list and your money will be returned to you.

### **Booth Assignments**

Vendor booth spaces, along with a map & any other necessary information will be included in your acceptance letter. These letters will be sent out the beginning of August, 2019. If you do not receive your notification, please call Renell.

### **Check In**

You will be instructed in your Booth Assignment/Acceptance Letter, where to enter for Check-In. If you were here last year, it will remain the same. Check In begins at 6:30AM and you may go directly to your spot and begin unloading your vehicle after you've been processed in.

### **Set Up**

Set up will begin at 7:00 AM, or after you have been processed in. You will be able to bring your vehicles to the vendor area to unload but will have to move them to a designated parking area during the event. **Every vendor has 15 minutes once you have pulled up to your spot, to unload your vehicle and move your vehicle to a parking area.** Time is important as we have a large number of vendors getting in & out, with limited time and space. Please bring a helper to help you unload, as we no longer have enough volunteers to do that, thank you.

## **Other Info**

- Booths must remain open for entire event.
- Each vendor will be responsible for cleanup of their area.
- Electricity, water nor tables are provided.
- You will need to bring what you need, including any tents, canopies, tarps, weights, etc..
- Spaces will not be reserved without payment.
- There is no rain date or refund for inclement weather. No refunds are given after September 1st.
- Trailers, vehicles and campers will not be allowed in the main booth spaces.
- Absolutely NO vehicles are allowed in the event area during event.
- The Founders Day Committee has the right to accept or refuse applicants.
- Booth Space requests are not accepted any longer, due to size of event.
- If you need assistance during the event, ask one of volunteers wearing a green t-shirt.

## **Volunteers**

We are a committee made up of a group of volunteers. Please be kind and have patience with all of us during the day, as we are here to welcome you to our village and help you have a great day. Any disrespect towards our volunteers will be addressed and you will be asked to leave and not allowed to return.

## **Food Court**

The Food Court is located on Mill Street down by the Fire Department (at the end of South 1<sup>st</sup> Street).

## **Food Vendors**

Would you consider coming to the art/craft vendors and taking/delivering lunch orders during the event? Last year I had many vendors say that they would love to get food from the food court, but weren't able to leave their spaces that long. Please note on your application if you will & I'll share this information with other vendors on the booth assignment sheets.

If you are applying to be a food vendor this year, please note that we are looking for a variety of food choices for our guests. We'll be accepting applications dependant on what items you would like to sell. Only one main sandwich (or type of food-such as Chinese) per vendor, will be allowed. For example, if you want to sell a Reuben sandwich, that will be your main sandwich & you will be the only one to sell it. We already have hamburgers, hotdogs and regular brats taken. Side items, such as french fries, chips, sodas & waters will be allowed to be sold at every food vendor stand. On your application, please list what food choices you offer. In your acceptance letter it will let you know what foods you will be able to sell at our event. Again, we are looking for options.

'Main food' entrants will be accepted on a first come, first serve basis. If you are a returning vendor, you'll have first choice on a 'main choice' food item, until July 15th. After that, you forfeit your spot and therefore your food items you sold last year.

Water and electricity are not provided or available. If you need them, you will need to be self contained.

**\*All "For Profit" vendors must provide a food sellers license & insurance and provide copies with your applications. Applications will NOT be accepted without them.**

**\*All "Not For Profit" vendors such as churches, do not need to provide a food sellers license or insurance. There are state laws however, that must be followed for non-profits food vendors and you will be responsible for knowing & following them. If you need to look them up or call for that information, you can contact the DATCP here: [datcp.wisconsin.gov](http://datcp.wisconsin.gov) (website) or (608)224-5012.**

## **Social Media**

Bonduel Founders Day is on Facebook. It is where I post all updates and information throughout the year.

Please “like” and “share” the Bonduel Founders Day page on your own page. This is a way to promote our event with family and friends. If you are on other forms of social media, please share it there, also. We can be found here: [facebook.com/bonduefoundersday](https://www.facebook.com/bonduefoundersday)

This page is the only Facebook page for the Bonduel Founder’s Day. If you see another one, it isn’t the real one. In the past, vendors have begun their own page and I am asking everyone to not do that. It makes it confusing for others who are trying to find the information they need.

Contact Renell Bartlett if you have any questions at 715-851-6198.

Additional vendor forms can be found at [www.villageofbonduel.com](http://www.villageofbonduel.com). Click on Tourism, then the Annual Events tab to find the Founders Day information.

Sincerely,  
Renell Bartlett  
Founder’s Day Coordinator