

SUN PRAIRIE SWEET CORN FESTIVAL

BOOTH INFORMATION AND GUIDELINES

Phone: 608-837-4547; www.sunprairiechamber.com; info@sunprairiechamber.com

BOOTH SPECIFICS:

- The Sun Prairie Chamber of Commerce reserves the right to locate booths.
- Participants must provide own booth structures; the Chamber does not rent booths
- To reserve space, return the completed form by July 29. Completion of the form does not guarantee acceptance. City ordinance requires all booths to have a 10lb ABC type fire extinguisher—2 for food booths.
- Set up: booths may set up no earlier than Tuesday, 8 a.m. week of event and no later than noon Friday, week of event. Park hours apply. Booth hours: Sat: noon-10 pm; Sun: noon-6pm **Vendors assume all responsibility for structures/booth property - there is no on-site security.** Food hours: Fri: 6pm- 11:30pm, Sat: Noon - 11:30pm, Sun: Noon - 7pm
- Booth rental - see application form for an applicable amount. Applications are reviewed and applicants are notified regarding acceptance. Application forms are due July 29. Payment is due upon invoice receipt. (Non-profits: Refunds are not issued in the event cancellation, rain, floods, tornados, or other acts of God.)
- Clean Up: **Booth participants are to sweep and clean inside booths and the immediate area outside. All trash must be in plastic bags and taken to the dumpsters at the end of the night.** Booths not cleaned will be cleaned by Corn Festival staff and a fee will be charged to the booth for this service. Products that aren't water soluble must be protected from Angell Park blacktop surfaces - staining repairs will be billed to booth vendor.
- Clean up Fees/ Fair-Share Expenses: a minimum of \$50 is required of all booth participants. These expenses consist of dumpsters, security, clean-up etc. (booth clean-up not included.)
- Electrical: A string of lights in front of a booth is included at no charge. Additional electrical needs must be indicated on the application form. The staff electrician will locate a plug-in near the booth. Outlet cost is \$25 and booths must provide a 100 foot extension cord. (Non-profits: this is a non-deductible expense on the booth financial statement.) Breaker boxes on the festival grounds are off-limits; a fine will be imposed upon participant booth staff for tampering with breaker boxes.
- Booth Tear Down: Remove booth and all items contained within or used by your organization by 5:00 p.m. on Monday immediately following event. Regular Angell Park hours apply.
- Financial report: **Food booth participants** are required to submit a financial report with expense receipts and payment to the Chamber by September 15th. Penalties apply for late reports/payments. Forms are supplied by the Chamber.
- Insurance: A minimum of \$100,000 Liability insurance is required for each booth. The Chamber of Commerce & Angell Park must be listed as an additional insured. Submit Insurance Certificate with this form.
- Booth description provided in the application must accurately reflect the actual activities taking place during the festival. Organizations/businesses deviating from the description on their application are subject to review and/or removal from the festival at the sole discretion of the Chamber of Commerce.

FACILITY:

- **Site is Angell Park, Sun Prairie, WI**
- No stakes in the black top-this includes: damage from tent poles, tables, chairs etc that might sink into blacktop in heat or dent/damage blacktop; please use wood blocks under tent poles, tables etc to prevent damage - vendors will be billed for damage to blacktop - please refer to "Angell Park Blacktop Rules" document for specifics
- No items shall be removed from the Angell Park pavilion or storage shed. Organizations are responsible for any damage incurred on behalf of the organization on the park property.
- Parking passes for volunteers will be sent to booth participants with additional materials approximately two weeks prior to the event. Passes are limited and the Chamber reserves the right to limit the number of passes distributed.
- No parking during the entire festival in the midway area. Only golf carts allowed/no other vehicle types on grounds.
- The Angell Park grounds are privately owned and are rented by the Sun Prairie Chamber for Corn Fest, therefore, all regulations outlined will be enforced by the Sun Prairie Chamber of Commerce.

Our Organization/Business accepts all terms of Sweet Corn Festival Guidelines:

Business/Organization: _____

Signature

Title

Date