



## **2022 Vendor and Exhibitor Guidelines**

Thank you for your interest in joining us at the Multicultural Fair scheduled for **Saturday, September 17, 2022 at Sheehan Park from 11:00am – 4:00pm.**

Please read through this document to learn more about the policies and expectations of vendors and exhibitors. We encourage you to read through carefully.

### **ELIGIBILITY AND AREAS OF PARTICIPATION:**

Participation must be related to an ethnic/cultural group. Vendors and exhibitors are expected to share information about their cultures through education, arts/crafts, exhibits, food, hands-on activities, etc. Arts/craft vendors may only sell their own creations and designs (no resale).

### **SELECTION OF VENDORS:**

Applications will be evaluated and selected to reflect a balance of various cultural representations in food, arts and crafts, and exhibits/displays. Be sure to accurately and fully describe what you will be selling and/or displaying.

### **POLICIES:**

The Multicultural Fair begins at 11:00 am and ends at 4:00 pm. Please arrive by 10:00 am to begin setting up your booth/area. If you do not arrive by the time the event starts, you will not be able to drive up to your stall to drop off your supplies. All vendors/exhibitors are expected to stay for the duration of the event.

All booths must be staffed at all times so that you can interact with attendees, share your culture, answer questions and provide learning moments.

Stall spaces are 12' x 12' and are free for all food, arts/craft vendors and commercial businesses. You may request more than one stall. Spaces will be pre-assigned.

Vendors and exhibitors must supply their own tables, tents, and generators/equipment. Vendors and exhibitors are required to provide their own electrical power needs as electricity is not available. Please inspect all power cords and connections prior to the festival. All tables must have coverings in front to keep items stored under them out of view from the public.

No open flames are allowed in your space. No alcoholic beverages are to be sold, brought or consumed at this event.

You are expected to clean your area at the conclusion of the event and remove all trash in your stall space. Stall spaces that are not cleaned will be assessed a \$50 clean up fee.

The logo features four stylized, overlapping circular symbols in purple and pink, arranged in a 2x2 grid. To the right of these symbols, the text "SUN PRAIRIE" is written in a purple, sans-serif font, and "MULTICULTURAL FAIR" is written in a larger, multi-colored sans-serif font (blue, green, and pink).

# SUN PRAIRIE MULTICULTURAL FAIR

Admission to the Multicultural Fair is free and is an event for everyone. We aim to make the Fair affordable for all. Please take this into account when pricing your products.

Vendors are responsible for collecting and reporting Wisconsin sales tax on items sold at their booth. Please also include vendor certificates of insurance with your application.

If you have questions about whether or not you will need a seller's permit and/or if you qualify for the occasional sale exemption, please contact the Department of Revenue at (608) 266-2776 or email [DOR-SalesandUse@revenue.wi.gov](mailto:DOR-SalesandUse@revenue.wi.gov).

## **RELEASE OF LIABILITY:**

Vendor/Exhibitor hereby agrees to assume all liability for any injuries or damages that may arise, or that Vendor/Exhibitor or its employees or contractors may cause to any persons or property during Vendor/Exhibitor's use of and visit to Sheehan Park while engaged in the activities described hereinabove.

The City of Sun Prairie shall not be liable for any damages or injuries caused by or arising out of the activity of the Vendor, contractors or their equipment, while on the premises. The Vendor/Exhibitor hereby releases City of Sun Prairie, its City Council, Employees, Representatives and Agents from all form and manner of risks inherent or relating to such activities, and agrees to waive all claims and demands of any nature arising from said visit or related activities from the negligence of the Vendor/Exhibitor or the City.

## **FOOD SAFETY:**

All food **MUST** be prepared in a commercial kitchen that has been properly licensed.

Food vendors are required to apply for a Temporary Food License Application at least 7 days in advance. The application can be found online at:

<https://www.publichealthmdc.com/environmental-health/licensing-permits/retail-food-establishment-licensing/temporary#Licenses>.

Please note: food vendors who fall under a non-profit category (i.e. youth or patriotic organizations, churches, service clubs, civic organizations) and sell less than 3 times in a 12-month period are exempt from the licensing fee. You are still required to complete the application and submit it to Public Health of Dane County.