



Come Celebrate All Things Bacon

Join us at the 5th Annual Bacon Bash!
September 16 - 17, 2017 • River Falls, Wisconsin

Sat. 10AM - 7PM; Sun. 10AM - 4PM
Heritage Park - 232 W. Maple St.



FOOD VENDOR APPLICATION - Accepted through April 3, 2017

The Bacon Bash® held in River Falls, Wisconsin, has grown to become the nation's largest free bacon festival. Brought to you by the River Falls Area Chamber of Commerce & Tourism Bureau (Chamber), Bacon Bash celebrates all things bacon and promises to be a "porktacular" event complete with a variety of family-friendly activities where young and old are invited to taste a plethora of bacon-inspired dishes and partake in cook-off competitions, pig-themed activities including the popular pet parade, a variety of contests (i.e. pig wing eating competition, kid's eating contests, pig calling/impersonation, etc.), arts and crafts fair, live music, microbrews and more. Featured restaurants/food vendors will serve dishes ranging from pig wings to bacon-wrapped delights. "Foodies" who attend enjoy purchasing, tasting, and sharing bacon-inspired dishes from as many vendors as possible to fully experience the event.

2016 Event Highlights

- Nearly 12,000 bacon lovers converged on River Falls to attend the 2016 Bacon Bash.
- Over 41,000 annual visits to www.riverfallsbaconbash.com website.
- Almost 3,000 fans on River Falls Bacon Bash Facebook page.

For More Information

Contact Judy Berg, judy@rfchamber.com, (715) 425-1676, www.riverfallsbaconbash.com

Application Process - Accepted through April 3, 2017

A complete Vendor Application and supplemental items (noted below) must be received by April 3, 2017. Incomplete applications will not be considered. Applications will be juried to offer the very best bacon-inspired dishes and to eliminate product duplication. Preference will also be given to vendors in good standing. The Chamber reserves the right to reject applications. Notification of acceptance or non-acceptance will be made to all applicants prior to April 17. Fees are not refundable after acceptance. There is no rain date or refund in the event of cancellation. Applicants not selected will receive their original payment (checks preferred) back with written notification. Accepted applicants' checks will be deposited at that time. Checks returned due to non-sufficient funds will result in non-acceptance of the application and a returned check fee of \$50.00 to be charged to the applicant.

Rules & Regulations

- **SALES:** Attendees to purchase tickets from event staff in lieu of cash. One ticket equals \$1 to be split as follows: Vendor – 80%/Chamber – 20%. Vendors to retain and tabulate tickets to be reimbursed for food products sold. Tickets to be collected by event staff throughout the day. Within three days following the event, the Chamber will issue and mail a check to the vendor for their share of “redeemed” tickets sold. **NOTE: A completed Wisconsin Temporary Event Operator and Seller Information form (attached) is required per sec. 73.03(3), Wis. Stats. and must be submitted with Application.*
- **FOOD:** Vendors are encouraged to offer sample-sized menu items to allow guests the opportunity to sample a wide variety of offerings throughout the event. **All items must be priced at \$8.00 or less and include bacon or pork as a primary ingredient.** Substitutions are not allowed upon menu acceptance.
- **BEVERAGE:** Beverages may not be sold by Vendor. Bottled water, soft drinks, beer and wine products are sold exclusively by the Chamber.
- **INSURANCE:** Vendors are responsible for obtaining general liability insurance and must submit a Certificate of Insurance with their Application naming River Falls Area Chamber of Commerce & Tourism Bureau as additional insured.
- **BOOTH:** Vendors must supply own tent and/or awning with weights, table(s), chair(s), banner(s), and other supplies in compliance with fire safety requirements. It is the vendor's responsibility to provide, assemble and disassemble booth while ensuring safety to the public during set-up, operation and tear-down.
- **SET UP:** Vendor set up is Friday, September 15th 3 – 6PM and Saturday, September 16th 8-9:30AM. No vehicles will be permitted within festival grounds after 9:30AM. Restocking will be allowed outside of event hours. Vendors must be fully set up and operational by 9:30AM on Saturday and Sunday.
- **SIGNAGE:** Vendors to prominently display their own signage within their space listing menu items and ticket pricing. The Chamber does not provide pricing.
- **STAFFING:** Vendors are required to have a minimum of one person staffing their space at all times during open festival hours which are Saturday, 10AM – 7PM and Sunday 10AM – 4PM. Vendors are responsible for ensuring all event rules and guidelines are communicated and adhered to by staff members.
- **VENDOR PARKING:** A designated location will be provided near the event site and available on a first-come, first-serve basis. Additional parking is available on the surrounding streets and/or City of River Falls parking lots in assigned areas. All parking is free of charge.

- **HEALTH CODE REQUIREMENTS:** All food sold by vendors must be produced in a licensed kitchen, inspected kitchen or prepared on-site in compliance with local regulations. All vendors must contact the Pierce County Health Department (Michele Williams at 715-273-6755) at least 14 days prior to the event to verify current permits qualify or if additional permits are necessary. Vendors must provide their own equipment and must wear latex or vinyl gloves when preparing food and serving the public. All equipment for serving the public and hot-food holding must be provided by the vendor and meet standard guidelines for proper operation and sanitation.
- **FIRE CODE REQUIREMENTS:** Tents must be fire-resistive treated with a label attached indicating the name of the company and the date treating was done. Open flame is not permitted under tents. LP tanks larger than 20# must be securely fastened to prevent from tipping over. A standard ABC fire extinguisher must be located within 50' and be readily visible and accessible. A K-Class extinguisher is required if using a deep fryer. All fire extinguishers to be inspected and tagged within the last 12 months. Fire extinguishers are the full responsibility of vendor and are NOT supplied by the Chamber. Adequate space must be allowed for fryers and other appliances. A non-combustible cover must be provided for deep fryers in the case of rain or fire. All vendors will be inspected and not allowed to operate until fully compliant. The Chamber is not responsible for lost time or income if booths are not allowed to open until codes are met. For additional information on local fire regulations, contact River Falls Fire Department, Mike Moody, at 715-307-9526.
- **WATER:** Non-potable water can be accessed within close proximity to the festival grounds. Vendors are responsible for providing water necessary for cooking, cleaning and other operations according to health regulations.
- **GARBAGE:** Vendors are responsible for their own garbage/recycling receptacles and liners. The event will provide dumpsters in a designated area, but Vendor is responsible to transport garbage. All vendors are required to clean their area at the end of the festival. Vendors MUST remove all cooking oils and/or other liquid materials from the premises. No dumping will be allowed.
- **BREAKDOWN:** Vendors are not permitted to begin breaking down their space until the official closing time of the festival, Sunday at 4PM. Vehicle traffic may resume on the festival grounds for break down only after event security has cleared the grounds of guests and deems it safe for vehicle traffic. Breakdown must be fully completed by 10PM Sunday.
- **SECURITY:** Area will be patrolled, but valuables are left at your own discretion. Chamber is not responsible for lost or stolen items.

Vendor Contact Information

Company/Organization Name: _____

Contact Person: _____

Mailing Address: _____

Phone: _____ Email: _____

Website: _____ Facebook Page: _____

Insurance Provider & Policy #: _____

Vendor Proposal Menu & Pricing

Please provide a detailed description of your MENU item(s) that will be sold in your vending space along with respective prices. (Recommended pricing for ready-to-eat menu items is \$8 or less). This application will be reviewed by a selection committee, with vendors chosen based on the merits of this information, so be as descriptive as possible. **Include or email to judy@rfchamber.com a photo of each item to be used by the selection committee and for marketing purposes if selected.** Additional literature and/or examples of prior vending experience are welcome. Only menu items approved by the event selection committee will be permitted on site. Substitutions are NOT allowed once the menu has been approved. Please feel free to attach additional pages to this application if necessary.

MENU ITEM WITH DESCRIPTION	PRICE (# OF TICKETS)	PHOTO Emailed

Please indicate your featured menu item for inclusion in the “People’s Choice” competition as attendees cast their vote for their favorite bacon-inspired dish at Bacon Bash.

Featured Menu Item: _____

Space, Amenities and Fees

DEPOSIT REQUIREMENT

- \$250 deposit. Deposit due at time of application. Deposit to be refundable to vendors who adhere to the guidelines outlined in this application following the conclusion of the festival. Deposit will be combined with reimbursement of net sales due from “redeemed” tickets as outlined in the application. Deposit and booth fees are non-refundable in the event of vendor cancellation. There is no rain date or refund in the event of cancellation. Vendors unable to attend are requested to contact the Chamber as soon as possible. Non-compliance may result in exclusion from future events.

VENDING SPACE

- 10' x 10' Space Only \$250*
- 10' x 20' Space Only \$500*

Concession trailers must be parked in the vending space for the duration of the event and used primarily to serve customers. Exact dimensions (length/width/height) must be submitted with Application. Dimensions must include trailer hitch and tongue. Utility/storage trailer and vehicle parking are not permitted on event site. Larger spaces and customized set up to be reviewed on an individual basis – please inquire. (*Contact the Chamber for membership discounts).

ELECTRICAL SERVICE

- 20 amp 120 volt service Qty. _____
- 30 amp 1 Phase 120 volt service Qty. _____
- 30 amp 1 Phase 240 volt service Qty. _____
- 50 amp 1 Phase 240 volt service Qty. _____

Electrical service is provided at no additional fee and located within 100 feet of designated booth. Any necessary extension cords to be provided by the Vendor. You will only be given the amount of electricity you select above. No portable generators allowed. **Photos of electrical connections are requested at the time of application.**

Remittance Checklist – APPLICATION WILL NOT BE CONSIDERED UNTIL ALL REQUIRED INFORMATION HAS BEEN RECEIVED BY THE CHAMBER:

- Completed Application Form including menu, pricing, photo(s), and exclusive item noted.
- Completed Wisconsin Temporary Event Operator and Seller Information (S-240 Form)
- Certificate of Liability Insurance
- Check payable to River Falls Chamber of Commerce for total payment (i.e. deposit and booth fee).
- Mail all items to River Falls Chamber of Commerce at 215 W. Maple Street, River Falls, WI 54022.

Waiver of Liability

In consideration of your accepting this entry, I, the undersigned, intending to be legally bound, hereby for myself, my heirs, executors, and administrators waive any and all rights and claims for damages I may have against the River Falls Area Chamber of Commerce and Tourism Bureau and the City of River Falls and their representatives, volunteers, successors, and assigns for any and all damages suffered by myself or my team at the event. Further, I grant full permission to the River Falls Area Chamber of Commerce and Tourism Bureau and/or other agents authorized by them to use photographs, videotapes, recording or other records of this event for legitimate reasons. I agree to abide by the rules and regulations of the Bacon Bash and have enclosed all required items. Acceptance of this Application constitutes a binding contract. Application is not a guarantee of acceptance.

Name: _____ Title: _____

Signature: _____ Date: _____

Bacon Bash use only: Date Received: _____ Check #: _____ Staff Initials: _____

Wisconsin Temporary Event Operator and Seller Information

Information on this form is required under sec. 73.03(38), Wis. Stats.

Instructions on reverse side.

E V E N T O P E R A T O R	PART A: Event Information: To be completed by the operator of the temporary event
	1. Name of Temporary Event <u>BACON BASH</u>
	2. Date(s) of Temporary Event <u>SEPTEMBER 16 - 17, 2017</u>
	3. Location of Temporary Event (e.g., Venue, City) <u>RIVER FALLS, WI</u>
	PART B: Operator Information: To be completed by the operator of the temporary event
	1. Name and Address <u>RIVER FALLS CHAMBER OF COMMERCE</u> <u>215 W. MAPLE ST., RIVER FALLS, WI 54022</u>
	2. Daytime Telephone Number (<u>715</u>) <u>425-2533</u>
	3. Email Address <u>INFO@RFCHAMBER.COM</u>
	4. Wisconsin Tax Account Number <u> - - </u> If blank, check appropriate box: <input type="checkbox"/> No Taxable Sales <input type="checkbox"/> Exempt under Occasional Sales Rule <input type="checkbox"/> Exempt Nonprofit Organization <input type="checkbox"/> Other – Explain: _____
	PART C: Seller Information: To be completed by seller and given to event operator on or before the first day of event.
THIS IS NOT AN APPLICATION FOR A WISCONSIN TAX ACCOUNT – SEE INSTRUCTIONS	
1. Legal Name _____	
2. Business Name _____	
3. Address (Street or Route) _____	
4. City, State and Zip Code _____	
5. Home Telephone Number () _____ Business Telephone Number () _____	
6. Wisconsin Tax Account Number <u> - - </u>	
7. Social Security Number <u>X X X - X X - </u>	
8. Federal Identification Number (FEIN) <u>X X - X X X </u>	
9. Check one box indicating the type of activity you intend to engage in at this event: <input type="checkbox"/> Selling Taxable Merchandise or Service <input type="checkbox"/> Display Only <input type="checkbox"/> Selling Exempt Merchandise or Service <input type="checkbox"/> Exempt under Occasional Sales Rule <input type="checkbox"/> Direct Sellers, Company Name _____ <input type="checkbox"/> Nonprofit Organization	

I declare that the information on this form is true and correct to the best of my knowledge and belief and that I am authorized to sign this form.

Print Name: _____

Signature: _____ Date: _____

Information about temporary events, including forms, instructions and Common Questions can be found on the Department of Revenue's website at revenue.wi.gov/html/temevent.html. If you have additional questions, please contact the Department of Revenue by email at DORBusinessTax@revenue.wi.gov or telephone at (608) 266-2776. See reverse side for submission instructions.

**** Do not email event reports to maintain confidentiality of seller information ****

Instructions for Completing Operator and Seller Information

EVENT OPERATOR:

An “operator” is defined as a person or entity (such as an individual, association, partnership, corporation, or non-profit organization) that arranges, organizes, promotes, or sponsors an event. An operator may also be referred to as an organizer, exhibitor, or decorator. An operator may or may not be the owner of the property or premises where the event takes place. An operator may also be a seller at the event.

Note: A Wisconsin tax account number (formerly seller’s permit) is required if selling taxable merchandise or services. Admission fees are subject to sales tax in Wisconsin.

Step 1: Complete Parts A and B.

Step 2: Provide a copy of *Wisconsin Temporary Event Operator and Seller Information* (Form S-240) with Parts A and B completed to each seller participating in your event.

To obtain additional copies of Form S-240 go to the Department of Revenue’s website at revenue.wi.gov/forms/sales/index.html. If you prefer, you may use the fill-in form available from the same website.

Step 3: Submission – Event Operator.

Submit compiled vendor information to the department as soon as possible but no later than 10 days from event closing using one of the following methods:

- **Electronic Reporting:** If you have all the required sellers’ information, use the Excel spreadsheet provided at revenue.wi.gov/html/temevent.html. (Excel viewer is available.) Fill in the information for all sellers participating at the event and submit using the department’s secure file transmission application at revenue.wi.gov/eserv/wteptran.html or by U.S. Mail. **Do not email event reports to maintain confidentiality of seller information.**
- **Paper Reporting:** Mail completed Forms S-240 or a printed version of spreadsheet to:

Temporary Events Program
Wisconsin Department of Revenue
PO Box 8910
Madison WI 53708-8910

Revenue Field Agents attend temporary events to verify registration of sellers. Sellers must have evidence of their Wisconsin tax account number at the event.

SELLER:

A “seller” is defined as a person or entity involved with selling merchandise or providing taxable services at a temporary event. A seller may also be referred to as a vendor, exhibitor, or booth owner.

Important: This form is not an application for a Wisconsin Tax Account Number. If you do not already have a tax account number but are required to, you will need to apply for one directly with the Department of Revenue prior to the event. You can apply online or download an application, *Application for Business Tax Registration* (Form BTR-101) on the department’s website, revenue.wi.gov/forms/sales/index.html. Not all sellers are required to obtain a Wisconsin tax account number. Some of the reasons a seller may not need a tax account number are:

- The seller only sells tax-exempt items, such as vegetables for home consumption.
- The seller is only displaying at the event, no onsite orders are being taken, and taxable merchandise is not later shipped into Wisconsin.
- The seller qualifies for the occasional sale exemption. (See Publication 228, *Temporary Events*.)

If you have questions regarding applying for a Wisconsin tax account number, contact any Department of Revenue office, visit our website, or call (608) 266-2776.

Step 1: Complete Part C (event operator should complete Parts A and B).

Line 1: Enter your individual, partnership, association, or corporate name.

Line 2: Enter your business name, if different.

Line 3: Enter the address of the physical location of your business. If different, also provide your mailing address.

Line 6: Enter your 15-digit Wisconsin tax account number. You can find this number on your Form ST-12.

This number is **not** your 6-digit seller’s permit number issued to you prior to December 31, 2002.

Lines 7 & 8: Enter the last four digits of your social security number and/or federal employer identification number. This is required under sec. 73.03(38), Wis. Stats., if you do not provide a tax account number.

Step 2: Submit completed form to event operator on or before the first day of the event.