



# Driftless Area Art Festival

An Event of Community Development Alternatives, Inc., a 501(c)(3) Organization

Kay Campbell, Culinary Arts  
62156 Davenport Road, Ferryville, WI 54628

April 1, 2016

Dear Culinary Arts Applicant,

Thank you for your interest in the 2016 Driftless Area Art Festival, to be held on September 17-18 in Soldiers Grove, Wisconsin. This will be the fine arts festival's eleventh year showcasing the visual, performing, and culinary arts of the Driftless Area. Because of a generous advertising budget and our steadfast adherence to quality, we have enjoyed substantial growth in attendance, artist sales, and food vendor sales each year.

Our primary requirements for our culinary arts vendors are much the same as last year. Again, all food vendors will be required to give artists priority service through the establishment of an "Artist Line." This will help artists get back to their booths quickly. We will also be discussing with the applicants how they intend to staff their booth for service to handle the "rush" hours from 11:00 AM to 2:00 PM.

We will require proof of insurance from all food vendors. Upon acceptance, successful applicants must submit a certificate of insurance naming Community Development Alternatives, Inc. as additionally insured.

We also request that each vendor provide some local/ regional or organic offerings in keeping with the regional theme of the festival and indicate those offerings and their source on your menu display.

All applicants must be from the Driftless Area of SW Wisconsin, NE Iowa, SE Minnesota, and NW Illinois. We will base our food vendor selection on the uniqueness of menu items, quality of foods offered, and the percentage of local/regional or organic foods on the menu. We will make our selections shortly after the June 1 submittal deadline. While we will try to avoid duplication of menu selections, we cannot guarantee exclusivity of any menu item.

Thank you for again for your interest, and please feel free to call me at (608) 648-3647 with any additional questions.

Sincerely,

Kay Campbell  
Culinary Arts Coordinator

# Driftless Area Art Festival

## Culinary Arts Vendor Guidelines

|                                    |   |
|------------------------------------|---|
| <b>Vendor Selection</b>            | Food vendors will be chosen by the Art Festival Committee based on the uniqueness of menu items, quality of foods offered, and number of local/regional or organic offerings. Vendors must reside within the geographic area known as the Driftless Area of SW Wisconsin, NE Iowa, SE Minnesota, and NW Illinois.                           |
| <b>Guidelines</b>                  | Vendors must comply with DHFS restaurant permit guidelines.   |
| <b>Insurance</b>                   | Upon acceptance, vendors must submit a certificate of insurance that names Community Development Alternatives, Inc. as additionally insured.  |
| <b>Servicing Artists</b>           | Food vendors are required to give artists priority service by establishing a dedicated "Artist Line". Volunteers who are ordering meals for artists may also use this line.   |
| <b>Shelter and Display</b>         | Vendors are responsible for furnishing and erecting their own shelter, which must not extend beyond the 20' x 20' space provided by the festival. A shelter provided by the vendor is required for each space, unless sheltered space is rented. We also ask that vendors indicate local/regional or organic offerings on their menu board. |
| <b>Check-In</b>                    | Vendors must check in before setting up. Space not occupied by 10 am can be reassigned at the discretion of the organizer.  |
| <b>Space</b>                       | Space will be assigned based on last year's location for returning vendors.   |
| <b>Set-Up and Take-Down</b>        | Set-up may begin on Friday. Security will be provided by the Village of Soldiers Grove for Friday and Saturday nights. Vendors will be required to keep their booths open until festival closing each day.  |
| <b>Sales Tax</b>                   | All vendors must comply with state sales tax regulations.   |
| <b>Weather</b>                     | This is an outdoor event and vendors should prepare accordingly (including adequate shelter with sufficient anchorage). No rain date will be scheduled nor refund given for inclement weather.  |
| <b>Unloading</b>                   | Space will be reserved for vendors to unload. Vehicles must be moved to the parking lot after unloading--before setting up—to allow every exhibitor the best access to their booth locations.   |
| <b>Deposit &amp; Cancellations</b> | Vendors must provide a \$50 deposit with their application. Vendors canceling by August 1 will be given a refund. No-shows or late cancellations will not be refunded.  |

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62156 Davenport Road • Ferryville, WI, 54628 • (608) 648-3647

## 2016 Culinary Arts Food Vendor Application – Due June 1, 2016

Vendor's Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail \_\_\_\_\_

Food Offerings: \_\_\_\_\_

Do you have your own booth? Yes \_\_\_\_\_ What size? \_\_\_\_\_ No \_\_\_\_\_

If you need a booth, would you like for us to arrange for one? Yes \_\_\_\_\_ No \_\_\_\_\_

Electrical Requirements: \_\_\_\_\_

Federal Identification Number – FEIN (if you have one) \_\_\_\_\_

One of the following is required:

Seller's Permit No. \_\_\_\_\_ Social Security No. \_\_\_\_\_

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### Terms of Agreement:

I agree to pay Community Development Alternatives, Inc a 10% commission on gross sales, sent to the address above within 10 days following the event. I understand that while the Art Festival committee will try to avoid duplication of food and beverage selections by other vendors, no exclusive rights to any menu item or booth location can be guaranteed.

I have read the Vendor Guidelines on the previous page and agree to them. I agree to assume full liability for any injury or loss to me or my property during the event. I expressly release Community Development Alternatives, Inc, the Crawford County Tourism Council, the Driftless Area Art Festival Committee, and their representatives from all liability, or for any loss or injury. Vendor agrees to pay for all legal fees and costs in any action resulting from the enforcement of this contract.

I have reviewed the DHFS "Guidelines for Operating a Temporary Restaurant."

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Required attachments:** \$50 Deposit, menu and prices, photo of booth (if available)