



# Wood County WISCONSIN

PARKS AND  
FORESTRY  
DEPARTMENT

## The Bluff Boutique Vendor & Shopping Event for Powers Bluff

Nepco Lake Shelter, 1410 Griffith Avenue, Wisconsin Rapids, WI 54494 10am – 3pm

**Saturday, November 14, 2020**

**REGISTRATION: FIRST IN WITH PAYMENT – NO HOLDS, no exceptions.**

**Please do not ask us to hold a spot for you.**

Please review the terms and conditions listed below and complete the registration form with the amount due. Registrations are first come, first served. We will take registrations up until the day before the event if the event is not full on the previous Friday. Payment will be taken by cash, check or money order only.

### **Vendor Agreement – PLEASE READ FIRST.**

1. Booth set up will begin at 8:00 am each day. All vendors will be set up by 10am and not tear down until 3pm (2:45 if no customers).
2. **Please be willing to donate one small item to the raffle basket – can be samples or a swag bag.**
3. There will be twelve 6' rectangular tables available. The remaining vendors will have a 65" round table.
4. Wood County Parks & Forestry is not responsible for theft or damage and provides no insurance coverage to any of the participants.
5. Payment is due with the application (cash, check or money order only. Checks will be cashed before the event. A \$40.00 NSF Fee will be charged to any returned checks.
6. Wood County Parks & Forestry does not provide lunch. We will provide bottled water to our vendors.
7. Please bring your own extension cords and plug-ins.
8. Promotion and advertising for this event is done through various outlets. We ask that everyone print the flyer when provided and invite everyone using the Facebook Event.
9. Space and choice(s) of rectangular or round tables will be granted to the first vendors who submit payment. You can bring your payment into our office Monday – Friday from 7:30am-3:30pm in the River Block building, 2<sup>nd</sup> floor to the left off the elevator.
10. Once you commit and pay your registration, **there are no refunds for any reason whatsoever if you cancel**, change your mind and are unable to make it. Consider your registration fee as a donation to the Powers Bluff Project fundraising campaign.
11. If Wood County Parks & Forestry should cancel an event, you will receive a full refund.
12. We do not accept more than one of the same "name vendor" i.e. "Scentsy", "Posh", etc. We do accept more than one of the same craft vendor (make and sell your own items).

**\*Disclaimer: We cannot put everyone along the wall. So if there is any way and you would be gracious enough to accept an "inside" space, please do so.**

**Otherwise, location of your display as well as if you will be assigned a rectangular table (if you request one), will be dependent on the arrival of your registration and payment in our office. ☺ Thank you!**



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## VENDOR APPLICATION

PLEASE PRINT OR TYPE:

Contact Name \_\_\_\_\_  
Address \_\_\_\_\_ City/Zip \_\_\_\_\_  
Business Name \_\_\_\_\_  
Your website \_\_\_\_\_  
Your Facebook page name \_\_\_\_\_  
Cell Number \_\_\_\_\_ EMail \_\_\_\_\_

<b>County Use Only</b>		
(Circle)	Check	Cash
Amount: \$	_____	
Check #	_____	
Date Paid	_____/_____/_____	Initials

**YES – NO (circle)** - I give Wood County permission to use photos of my display or products from my Facebook page or website for the fundraiser brochure. (If NO, please e-mail photos to [sgreen@co.wood.wi.us](mailto:sgreen@co.wood.wi.us))

**\*\*\*\* Each space is 8' long x 6' deep. (If one is not sufficient, reserve two at a discounted rate).**

- \_\_\_\_\_ ONE SPACE = \$30 (or) \_\_\_\_\_ TWO SPACES = \$50
- \_\_\_\_\_ I would prefer a rectangular table(s)
- \_\_\_\_\_ I would be fine with a 5' ROUND table.
- \_\_\_\_\_ I will bring my own table not longer than 6' long.
- \_\_\_\_\_ I would like to add \$5 to my registration fee for Powers Bluff Tube Hill lighting ☺ ☺

YES / NO - Do you need electricity? **(If so, bring your own extension cord(s) please).**

Initial Here: \_\_\_\_\_ I have read the Vendor's agreement and accept all terms outlined. On my behalf and anyone who could sue the county on my behalf, I agree to HOLD HARMLESS Wood County and its agents for all claims, damages and liability arising out of my presence at and participation in this event. I also understand that Wood County has the right to terminate this agreement at any time for reasons it deems fit.

X \_\_\_\_\_  
Signature Date

**Please make your check out to: WOOD COUNTY PARKS & FORESTRY**

**Send to:** Wood County Parks & Forestry, Attn: Sandra Green (address below)

**Thank you! We look forward to a fun and profitable day!**

Sandra Green, Office Supervisor

[sgreen@co.wood.wi.us](mailto:sgreen@co.wood.wi.us) - 715-421-8422 / Cell: 715-323-8112