



# April 25, 2020

## 9<sup>th</sup> Annual Wisconsin Grilled Cheese Championship

SATURDAY • 11 AM – 4 PM

Ley Memorial Pavilion • Harris Park • Dodgeville, WI

**\*\*Please make sure to read all rules and make a copy for your records before submitting to event.\*\***

**Food Truck Vendor fee: \$300** (Non-Refundable)

\_\_\_\_\_(Name of Business) agrees to abide by all rules, policies and procedures printed and incorporated in this application/ contract. Signature of this contract indicates that the person signing accepts personal liability for his/her company.

- Submissions will be reviewed for event approval. Upon review you will be contacted and notified if your submission was accepted for this event. You will then have 5 days to submit your payment. Failure to submit payment in a timely manner may result in your space being forfeited to next on waiting list. We are anticipating approximately 3000-5000 attendees to this event.
- Food Truck setup times will be from 8 am – 10:00 am. **Failure to arrive and be set-up by 10 am may prohibit you from being able to participate in the event for the day.** All Food Truck Vendors must comply unless the Dodgeville Area Chamber of Commerce is contacted to make other arrangements in advance.
- **Food Truck must remain set up until 4 pm (or later if you still have customers).** Failure to comply will result in loss of future participation privileges.
- Food trucks keep 100% of their proceeds for sales on the day of the event. However, food trucks are not allowed to sell ANY alcoholic beverages at this event.
- **Photo of Food Truck for proper placement – Email: [Projects@Dodgeville.com](mailto:Projects@Dodgeville.com)**
- **2 weeks prior to event we are asking that you provide a menu of your food items with prices.**
- The Dodgeville Area Chamber of Commerce reserves the right to refuse to accept any contract for Food Trucks at this event for any lawful reason.
- **All Food Trucks must provide a certificate of Liability Insurance, at least 1 month prior to the event.**
- Food Truck owner will be responsible for having all required Licenses or Permits as needed per the City of Dodgeville and the State of Wisconsin.
- **Electricity will NOT be provided for Food Trucks. Be prepared to run on your own generators.**
- You must leave the Food Truck space you rented in the same, clean condition that you found it in. No garbage is to be left behind.

Payments may be made by check or credit card (includes 3.5% processing fee). Payment must be delivered **within 5 days of application approval**, or the vendor space will be forfeited.

Name: \_\_\_\_\_ Name of Business/Food Truck: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Method of Payment: Check \_\_\_ CC # \_\_\_\_\_ Exp. Date \_\_\_\_\_ Code \_\_\_\_\_ Amount \$ \_\_\_\_\_

Full Payment MUST be paid within 5 days of being accepted into this event.

No payment will be accepted at the competition. Any Food Truck fee received shall be considered a non-refundable deposit.

**Makes All Checks Payable to: Dodgeville Area Chamber 338 N Iowa Street, Dodgeville, WI 53533**

Projects@Dodgeville.com

Dodgeville Area Chamber of Commerce

(608) 935-9200

# RULES & REGULATIONS

The Dodgeville Area Chamber of Commerce reserves the right to enforce strict compliance with all rules and regulations, exceptions to the following rules and regulations will not be permitted.

## 1. THE ORGANIZER

Dodgeville Revitalization, Inc, dba Dodgeville Area Chamber of Commerce, referred to hereafter as "Management".

## 2. SPACE ASSIGNMENT

Management reserves the right to determine vendor location. Space sharing is not permitted without consent of management. Vendor may not assign their space or any portion thereof to any other person for any reason.

## 3. SPACE FEES

Space fees are payable in full within 5 days of being accepted into event. On the 6<sup>th</sup> day any unreserved spaces will be offered to other Food Truck businesses. The Food Truck fee must be in connection to an accepted signed application/contract to be valid. Food Truck vendor will not be allowed to occupy any space not fully paid for in advance. In such case, any Food Truck vendor fee received shall be considered non-refundable.

## 4. DISPLAY REGULATIONS

No food truck may block or interfere with a neighboring food truck. Vendors shall confine all exhibit activities within the limits of the space. All materials and activities in a Vendor space shall be relevant to the Vendor's products and/or services. Absolutely no exhibits are permitted outside the contracted space without express written permission from Management. All exposed structures must be properly covered. Nothing may be nailed, tacked, screwed, or otherwise attached to the columns, walls, floors or furniture in the area. Decals or stick-on display materials cannot be affixed to floors or walls. Violators will be responsible for removal and charged for cleaning. Any expense incurred in affixing items in a manner necessary for the protection of the equipment or furniture will be borne by the Vendor.

## 5. FOOD TRUCK SETUP

Set up schedule must be enforced. No early set up or late setup. Cooperation on this point from all Food Truck Vendors is required in order to ensure the safety of attendees who arrive before the competition begins. Failure to comply with this request will result in loss of future vendor privileges. All Food Trucks must be removed from Harris Park by 5pm on day of the event. Management will not assume any liability for any injury that may occur to Event visitors purchasing food, beverage or other items from the Food Truck Vendors or their agents and employees or others, or their property, during setup and dismantling periods.

## 6. STAFFING

Food Truck space must be staffed during the Event times. Management shall have the authority to adopt and enforce all rules and regulations regarding Food Truck staffing.

## 7. VENDOR LIABILITIES

Vendor shall keep contracted area neat, clean and in good order. If the occupied space or any area around the Food Truck is damaged by the business owner and/or his employees, the contracted Food Truck Vendor is liable. The Food Truck Vendor hereby agrees to indemnify and hold harmless the Event, Dodgeville Area Chamber of Commerce, and all their directors, officers, sponsors, employees, agents, guests, successors and assigns from any damages, expenses, losses of liabilities, including but not limited to any suit or claim for personal injury, product liability, property damage or loss of use of property by whosoever sustained on or about Food Truck Vendor's participation at the Event.

## 8. FOOD & BEVERAGES

Food Truck Vendors may sell foods or beverages only if they are contracted to do so. ***NO alcoholic beverages may be sold by Food Trucks.***

## 9. SMOKING

Smoking is permitted only in designated area. This is a public family-oriented event. Smoking may not take place inside Ley Memorial Pavilion or near the entrances.

## 10. INSURANCE

Food Truck Vendors shall carry appropriate business insurance and provide proof of insurance prior to event. (See information above).

## 11. CLEANING OF VENDOR SPACE

Food Truck Vendors MUST thoroughly clean up their vendor space, including any garbage that may have been discarded by customers and place trash bags in or next to receptacles in the area.

## 12. SUBLEASE

Subleasing space is expressly prohibited. Sharing a space is expressly prohibited. The distribution of samples, literature or other materials for a non-exhibiting company without a Vendor contract is expressly prohibited.

## 13. VENDOR RESPONSIBILITIES

The Food Truck Vendor agrees to comply with all applicable local, federal, and state tax and other laws relating to the sale of goods or services, and to obtain, pay for, and display all necessary licenses and permits, and to pay all taxes and levies insofar as the Vendors own participation in the Event is concerned.

## 14. CANCELLATION CLAUSE

Any Food Truck Vendor wishing to cancel may do so in writing or via email. No refund of the fee will be made.

## 15. FORCE MAJEURE

In the event any part of the Food Truck or any portion thereof is unavailable whether for the entire event, or a portion of the event as a result of fire, flood, tempest or any other such cause, or as a result of war, strike, lock-out, labor dispute, riot or any other cause or agency over which the Event has no control, or should the Event decide that because of any such cause it is necessary to cancel, postpone or re-site the Event, or reduce the Event time, set up time, or move-out time, the Event shall not be liable to indemnify or reimburse the Food Truck Vendor in respect of any damage or loss, direct or indirect as a result thereof.

## 16. AMENDMENTS

Management shall have full power in the interpretation and enforcement of all contract regulations contained herein, and the power to make such amendments thereto, and such further rules and regulations as shall be considered necessary for proper conduct of the exhibition. All Food Truck Vendors will be promptly notified of any changes to these rules.