

Montello Fish-N-Fun Festival Vendor Fair

May 2nd, 3rd & 4th, 2025

April 24th, 2025.....APPLICATION DEADLINE
May 2, 2025.....Set-up begins at 8am-Festival runs from 4pm-10pm
May 3, 2025.....Set-up begins at 8am-Festival runs from 10am-10pm
May 4, 2025.....Set-up begins at 8am-Festival runs from 10am-3pm

APPLICATION PROCESS:

- The EARLY BIRD fee for a 12' x 12' booth space is \$50 if application is submitted PRIOR to March 1st. From March 1st until the deadline of April 24th, the booth fee is \$60 for a 12' x 12' space. This fee covers all 3 days. Saturday attendance is MANDATORY from 10am-5pm, as we want our event to remain full during the peak of the festival to ensure a successful event for ALL vendors.
- There is no electricity on-site.
- Check or money order is to be made out to: Montello Area Chamber of Commerce or MACC. Booth fees are NON-REFUNDABLE.
- Completed and signed application, 3-4 product and/or booth display pictures (can also email photos to montellochambersecretary@gmail.com) and payment are to be mailed to:

MACC

Attn: FNF Vendor Fair

PO Box 124

Montello, WI 53949

- Applications must physically be in our PO Box no later than April 24th, 2025. This is IMPERATIVE, as the organizer for the Vendor Fair does not have access to the PO Box. Any applications delivered after this date may not be received in a timely manner, therefore may not be approved.
- All spaces are located outdoors. There will be no fee refund due to inclement weather. Each vendor is responsible for protecting their inventory from the elements.
- Spaces are not guaranteed, so please get your application turned in ASAP. If all spaces are full, you will be contacted and placed on the waiting list in the order your application is received. Your check or money order will not be processed unless you are accepted for a space.
- Collecting 5.5% WI sales tax is the responsibility of the vendor.
- Questions or comments should be directed to our Vendor Fair Organizer at:
montellochambersecretary@gmail.com

SET-UP AND DISPLAY:

- Booth spaces are located on Park St (back side of the waterfall and across from Cty Rd Y).
- You will be contacted approximately 1 week prior to our event with important information, including your site number. Sites will be marked with spray paint on grass upon arrival.
- Vendor vehicles must be parked off-site this year; **NO VEHICLES WILL BE ALLOWED AT YOUR SITE.** We will have designated vendor parking; more info will be provided closer to the event.
- All tables must be neatly and appropriately covered with a tablecloth that hides storage boxes so they cannot be seen by the public.
- There will be 2 porta potties on-site.
- Please do not leave garbage behind during or after the festival. We ask that all garbage is removed each day, as there are limited garbage cans available, and they will only be collected after the event is over with.

TERMS:

- No live animal sales.
- Merchandise deemed profane is not allowed.
- Camping/sleeping in vehicles overnight is not permitted at this event.
- Troublesome vendors may be removed without a refund.



Montello Fish-N-Fun Vendor Fair Application
May 2nd, 3rd and 4th, 2025



APPLICATION DEADLINE: April 24th, 2025

APPLICANT INFORMATION:

WI Seller's Permit Number (15 digits starting with 456) _____

SSN (last 4 digits) _____ FEIN (last 4 digits) _____

Legal Business Name (if not sole proprietor) _____

Doing Business As (DBA) Name (if applicable) _____

Vendor/Contact Name (First & Last) _____

Vendor Phone Number _____

Mailing Address _____ City _____ State _____ Zip _____

Email Address _____

Exemption Code _____

- | | |
|--|--|
| 1 - Exempt sales only or display only | 3 - Nonprofit occasional sales exemption |
| 2 - Multi-level marketing company pays sales tax | 4 - Exempt occasional sales |

Multi-Level Marketing Company (if claiming code 2 above) _____

Number of Vehicles/Trailers to Park _____

Days attending (please circle) Friday Saturday Sunday _____

Comments/Special Requests _____

Pg 2 and 3 of Application and Payment should be Mailed To:

Montello Area Chamber of Commerce
Attn: FNF Vendor Fair
PO Box 124
Montello, WI 53949

3-4 product/booth images can either be mailed with application or emailed to:
montellochambersecretary@gmail.com

TERMS:

I give permission to the Montello Area Chamber of Commerce/Fish-N-Fun Fest to use my images, business name and/or vendor name (excluding last name), products, business website and/or business Facebook page for advertising purposes. This includes the MACC Facebook page, MACC website and/or Montello Fish-N-Fun Fest's Facebook page and/or website, as well as any other advertising. www.montellofishnfunfest.com

Cancellation Policy: Your booth fee will not be refunded if you cancel. Cancellations for emergency reasons only will be reviewed on an individual basis.

Pets: We kindly ask that you do not bring your pets to this event; we appreciate your understanding.

Waiting List: If all spaces are reserved, a waiting list will be created. Applicants will be added in the order they are received.

Waiver: I agree to indemnify, defend, waive, release and hold Montello Fish-N-Fun Fest, Montello Area Chamber of Commerce and the City of Montello harmless from any and all liability, claims and causes of action for injuries to persons or property arising out of or related to this Festival, specifically including, without limitation, injury or damage to booth contents, merchandise, employees, contractors and guests.

Applicant's Signature _____ Date _____



For Office Use Only:

- Completed and Signed Application - Date Received _____
- Images of Items to be Sold _____
- Payment Amount _____ Check # _____
- Number of Spaces Needed _____
- Number of Vehicles/Trailers _____
- Days Attending _____ Friday _____ Saturday _____ Sunday _____
- Site Number _____
- Info Packet Sent _____