



Oregon, WI Summer Fest 2025 – June 20-22, 2025

Application and Contract for Vending / Stall Space

Business/Organization: _____
 Mailing Address: _____
 City, State & Zip: _____
 Name of Contact Person: _____
 Email: _____
 Daytime Phone Number: _____
 Cell Phone: _____
 Website: _____

Mark "X" next to the dates you plan to RESERVE to vend or offer products or services at Summer Fest:

	Set-up Window:	Required Hours of Operation:
____ Fri, June 20th	10:00 am – 1:00 pm	4:00 pm – 10:00 pm
____ Sat, June 21st	8:00 am – 10:00 am	11:00 am – 10:00 pm
____ Sun, June 22nd	8:00 am – 10:00 am	11:00 am – 5:00 pm

Preference will be given to 3-day registrations. Space is limited and application approval is subject to planning committee review.

FEES

Food & Commercial Vendor Row / Parade Route (Sunday only)	Chamber Member Non-Profit	Chamber Member Profit	Non-Chamber Member Non-Profit	Non-Chamber Member Profit
All 3 Days	\$125.00	\$275.00	\$250.00	\$400.00
Per Day	\$75.00	\$125.00	\$125.00	\$200.00

PAYMENT IN FULL IS REQUIRED AT TIME OF APPLICATION. NO REFUNDS WILL BE MADE FOR CANCELLATIONS AFTER 6/1/2025. FULL PAYMENT WILL BE REFUNDED IF YOUR APPLICATION IS NOT ACCEPTED.

BOOTH INFORMATION

A minimum of 12x12' vending space with electricity (one 110V plug on a 20-amp GFI) and water access will be provided. Vendors shall provide own hose and/or buckets. You MUST have your own structure as nothing is provided by the Summer Fest organizers. Food vendor agrees to conform to health and safety codes and terms of this agreement and of Public Health Madison and Dane County.

Food vendor will have a booth in an aesthetic manner consistent with the quality of the event.

Other type of electricity/requirements needed: _____

Note: Additional specifications requested may be charged an additional fee.

Booth Space Position Request: _____

Note: Booth space requests are honored first come, first served with completed application and payment.

PRODUCT DESCRIPTION

List ALL general and/or food products to be sold or offered at Summer Fest with approximate prices, if applicable. (Use a separate sheet of paper if necessary.) A menu is acceptable. Acceptance of your application is based on your product list or offering. You may NOT sell products that are not listed on this application at the event. Please be thorough!

SEE ADDENDUM FOR FOOD VENDING NONCOMPETE CLAUSE WITH OUR CARNIVAL VENDOR.

TERMS AND CONDITIONS OF CONTRACT FOR OREGON WI SUMMER FEST VENDORS

1. Liability

Vendor agrees to indemnify and hold harmless The Oregon Area Chamber of Commerce (OACC) its principals, agents, officers and employees from all claims, losses, costs, damages or expenses resulting or arising from any and all injuries to or death of any person or damage to any property caused by an act, omission or neglect of Vendor's agents, employees, invitees, contractors, or guest which occur in or about the Vending Space. Vendor agrees to use and preoccupy the Vending Space at Vendor's own risk, and hereby releases OACC, its agents, officers, employees and invitees from all claims for any damage, loss or injury to persons or property to the full extent permitted by law occurring in or about the Vending Space, including, but not limited to damages, resulting from the acts of other Vendors, theft, vandalism, fire and other casualty damage or damage arising from any defects in the premises.

2. Space Assignments

OACC will assign booths in all cases; however, in every case the vendor's choice will be honored based on the special needs and compatibility of other vendors. OACC reserves the right to rearrange or renumber the site plan and relocate any Vending if it appears for the general good of all exhibits.

3. Installation of Exhibits

Vendors must arrive at the site on 2-3 hours before your scheduled operation hours. Your booth must be functional and open at contracted time.

4. Dismantling of Vendor Space

Vendor shall not dismantle or remove any portion of its booth prior to 10:00 pm on Friday June 20, 10:00 pm on Saturday, June 21 or 7:00 pm on Sunday, June 22, 2025. The entire exhibit and all of Vendor's property must be removed from the premises by 11:00 am, Monday, June 23, 2025, to allow for final clean-up by the organizer's cleaning crew. Vendor is responsible for the control and maintenance of the Vending Space during the entire term for which the Vending Space is used by the Vendor. Area shall be returned to OACC in its original condition, and Vendor agrees to reimburse OACC for any cost or expense incurred by OACC in cleaning up or repairing damage to site.

5. Vending Space

One 110 volt electrical and water hookup are provided. Exhibits will not exceed dimensions on contract without prior consent. Vendor may construct a semipermanent booth that will not damage the site. Vendor may not vend any material deemed offensive or objectionable, in the reasonable opinion of the OACC, to the adjacent or surrounding Vendors, or to the festival.

6. Vending Hours

Vendor shall maintain a responsible individual(s) in the vending space at all times during vending hours. Vendor has option to sell during extended hours at own discretion. Vendor shall be responsible for the conduct of any employees, agents, visitors, or guests in or about the Vending Space. Vendor shall cause all such employees, agents, visitors, or guests to be familiar with all rules governing Vendors.

7. Compliance with Law

Vendor, agents, employees, or assigns shall comply with all rules, regulations and requirements of the Oregon Fire Department, the Oregon Police Dept., the Health Department of Dane County or any governmental entity having jurisdiction over the premises. Vendor may be required at OACC's sole option to immediately cease its operations and vacate the Vending Space if Vendor's operation thereof, or the conduct of its agents, employees, or assigns should be found to be in violation of any such lawful requirements.

9. Use of Vending Space

- a.) No sound system, musical instruments, noise makers, loudspeakers, microphones or other sound amplification or broadcasting devices of any kind may be used.
- b.) Vendor may not conduct a registration for a drawing of any kind without the prior consent of OACC.
- c.) No demonstrations, trophies, decorations, portals, fountains, signs, banners, advertising matter or exhibits of any kind or character will be allowed in the aisles or public passageways or attached to the tent walls or posts. (Areas outside of vending space);
- d.) General distribution of brochures, pamphlets, leaflets, flyers, newspapers, magazines or other literature or promotional materials of any kind or character is prohibited unless authorized by OACC. Non-compliance is subject to immediate dismissal and forfeiture of application fee.
- e.) Vendor agrees not to use the vending space for any political or religious purpose.
- f.) Solicitation of funds for any political corporation is strictly prohibited.
- g.) Vendor agrees not to place any item or merchandise outside of the designated Vending Space.
- h.) OACC, at its discretion, reserves the right to assign Vendors to the best space available, and to make shifts in location as deemed necessary.
- i.) No display space shall be sublet. No exceptions.
- j.) All food Vendors must be insured for liability and provide proof of coverage before set-up will be allowed. In all cases, food vendors wishing to insure their goods must do so at their own expense. OACC is not liable for any claims for theft, damage, or injury in conjunction with the Vending Space.

10. Removal of Exhibits by OACC

OACC reserves the right to prohibit any Vending (i) which, in OACC's reasonable judgment may detract from the general character of the festival; (ii) if the business or exhibition carried on by the Vendor or the manner of conducting the same is not as represented at the time of making the Contract or is not in keeping with the traditions or character of the festival; (iii) if the Vendor was entered under false pretenses; (iv) if the Vending is in violation of any of the rules governing Vendors; (v) Vendor displays or offers for sale any illegal drug-related items or paraphernalia. If an Vending is prohibited under the terms of this paragraph or because of a violation of any of the terms hereof, OACC shall have the right, but not obligation, to remove the Vending or any banner, advertising matter or other property of the Vendor situated within or about the Vending Space, but such removal shall in any event be at the cost and expense of Vendor, and Vendor shall immediately reimburse OACC for any cost or expense incurred in removing Vendor's Vending or portion thereof. Under such circumstances, Vendor shall not be entitled to a refund of monies paid to OACC under the terms of the Contract.

11. Safety Rules

Vendors shall take all necessary precautions for the safety of their personnel, other vendors and all other persons upon the premises and shall comply with all applicable provisions of federal, state, and municipal safety laws, building codes and ordinances to prevent accidents or injury. All decorations of papers, corrugated paper, crepe paper, drapes and all cloth must be flame proof to meet the standards of the Oregon fire department. OACC festival management shall rule upon any questions, disputes or problems which may arise pertaining to matters specifically covered and agreed upon in the foregoing paragraphs of the contract and such rulings shall be binding upon all interested parties. Each ride, concession or booth must have its own fire extinguisher that has been annually maintained.

12. Electrical Appliances

Any electrical appliances used shall comply with UL safety standards.

Addendum: Summer Fest Vending Policy Effective February 13, 2024

13. Free Sampling Policy

In order to facilitate this mechanism as a way for businesses to market new/current products, the board is inclined to issue a directive to the 2025 Summer Fest Planning Committee to determine a block of hours, somewhere between Friday to Sunday evening, not to exceed 4 hours, where free samples may be given by all vendors present and whom have paid their vendor fees. Further, if a vendor chooses to participate in this free sampling timeframe, they will indicate to the Summer Fest Planning Committee their plan for doing so, product to be given away for free, amount of such per serving, etc. The Summer Fest Planning committee will have final discretion on whether to “approve”, “deny” or “modify” the vendor’s plan for free sampling.

14. Prior Disclosure of Pricing Policy

Vendors shall fully disclose to the Summer Fest Planning Committee the pricing structure they will be using for their products at Summer Fest. The SF Planning Committee will have final discretion on “allowing”, “denying” or “modifying” the pricing structure based upon negotiation with the vendor’s input.

15. Competing Vendor Product Policy

“Competing Product” is defined as “food that a reasonable person would consider as similar or identical to each other”. Due to the contract with the Carnival, food vendors, both members in good standing and nonmembers, may not sell popcorn, cotton candy, snow cones, caramel apples, corn dogs, fresh squeezed lemonade and funnel cakes.

16. Deadline For Vending Contracts and Payment In Full Of Such

Vendor applications and payment in full are due on the deadline date stipulated on the Application and Contract for Vending Space / Stall. Vendors are encouraged to submit application and payment simultaneously. Vendors will be notified of their acceptance, denial, or request for modification. If a vendor, regardless of member in good standing status or non-member status, does not pay the vending fee in full by the deadline date, other vendors who sell a competing product, regardless of membership status, will be offered the right to sell their product based

I hereby submit my application for vending at the 2025 Oregon WI Summer Fest. I have read & agree to abide by the a.) terms and conditions, b.) the addendum on Vending Policy and, c.) with the laws of Dane County.

Signature: _____ Date: _____

Print Name: _____ Title: _____

Make a copy of this and retain it for your records. Return original signed copy

Application Checklist:

- Signed Application
- Payment in Full -- Payment Method: Check Payable to “Oregon Area Chamber of Commerce” Money Order
- Proof of Current Liability Insurance Coverage
- Acknowledgement of Oregon Area Fire/EMS safety standards

Mail to: Oregon Area Chamber of Commerce
101 Alpine Pkwy, Ste 204
Oregon, WI 53575

Email to: dawn@panther-exteriors.com

HOTEL ACCOMODATIONS

Sleep Inn & Suites by Choice Hotels
1120 Park Street, Oregon, WI 53575

Phone: 608-291-2323
Website: www.choicehotels.com/wi288



OREGON AREA FIRE/EMS DISTRICT

Village of Oregon • Town of Dunn • Town of Oregon • Town of Rutland

The Oregon Area Fire/EMS District welcomes you to the Village of Oregon Summer Fest being held on June 20 - 22, 2025. We hope you have a safe and fun experience.

Vendors will be inspected by 5:00 pm on Thursday, June 19 and shall adhere to the following:

1. All rides, booths, and concessions shall be placed in a manner that allows accessibility in the event of an emergency.
2. At no time shall any vehicle be parked along the access roads or in any school parking lot.

Enclosed Areas:

1. Smoking shall be prohibited in tents and enclosed canopies.
 - a. No smoking signs shall be posted at each structure.
 - b. All tents shall be constructed of fire-resistant materials.
2. Working smoke and CO detectors shall be present in every sleeping area.

Electrical and Gas Safety:

1. Damaged electrical cords will not be permitted.
2. Extension cords shall be connected to an UL approved circuit breaker.
3. All wiring shall be properly secured and protected from physical impact.
4. Gas generators shall not be operated inside any structure.

Cooking Safety:

1. All cooking exhaust and hoods shall have been cleaned and maintained within the last 6 months by a qualified professional.
2. Cooking that produces grease-laden vapors that shall be protected with a Class "K" wet chemical extinguisher or a UL 300 approved suppression system.
3. Cooking that produces grease-laden vapors or open flame is not permitted in tents and permanent structures unless equipped with a fire extinguisher and a hood with a fire suppression system.
4. All compressed gas cylinders shall be secured in a manner that would prevent them from falling over or damage.
5. All grills shall be a minimum of 10 feet from any structure or tent.

Fire Safety:

1. Each ride, booth, or concession shall have its own fire extinguisher that has been annually maintained.
2. All dumpsters shall be placed no less than 10 feet from any structure.

I have read and agree to the terms and conditions of the Oregon Area Fire/EMS District.

Name

Vendor

Date

Temporary Food License Application

Applications must be received at least 7 days before the first event

HEALTH DEPARTMENT APPROVAL: If less than 7 days before an event, you must contact the Health Department at (608) 242-6515 for approval before submitting this application.

SECTION A: Applicant Information

Business/Organization Name: _____

Applicant Name: _____

Applicant Address: _____

Person in Charge of Food: _____ Phone: _____ E-mail: _____

SECTION B: Event Information

Name of First Event: _____

Location/Address of Event: _____

Date(s) of First Event: _____ Time of First Event _____

Other Madison or Dane County Events: _____

SECTION C: Non-Profit Organization

Are you a non-profit organization? Yes / No

If yes, an organization is allowed 3 fee exempt days per year for meals and 12 fee exempt days per year for retail food, after which permit fees will apply.

If registering only for fee exempt days email this form directly to LEAdmin@publichealthmdc.com.

SECTION D: Annual License Fees

_____ \$142.00 - restaurant foods (meals such as hot dogs, brats, pizza, sandwiches)

_____ \$131.00 - retail foods (non-meals such as ice cream, kettle corn, pastries, and farmers market vendors)

_____ \$0 - Non-profit fee exemption

Make checks payable to City of Madison Treasurer

Licenses expire June 30th of each year.

Licenses issued between April 1st and June 30th will expire on June 30th of the following year.

Submit Application to:

**City Clerk's Office, Rm. 103 City-County Building, 210 Martin Luther King Jr. Blvd., Madison, WI 53703
(608) 266-4601**

SECTION E: Food Preparation

Food Source (Home prepared foods are not allowed.)

- Restaurant Retail Grocery Wholesaler Other

Specify _____

Food Preparation Site (All food must be prepared at a commercial kitchen or on-site at event.)

- Off-site On-site Both off-site and on-site

Off-site prep kitchen name/address _____

Food Transport Method

- Ice Chest Refrigerated Truck Cambro Other _____

Menu Information/Foods for Sale

Cooking Equipment _____

Hot Food Holding Equipment _____

Cold Food Holding Equipment _____

SECTION F: Food Stand Requirements

Hand Washing Facilities: Plumbed Sink Temporary Station*

*5 gallon food grade container with spigot that locks in the open position
for a continuous flow of water and a bucket to catch wastewater

Additional Items:

- Disposable gloves, deli tissue, tongs, etc. (bare hands are not allowed to touch ready-to-eat food)
- Thermometers—metal-stem & refrigeration (required for foods needing temperature control)
- Sanitizer solution (bleach water or quaternary ammonia)
- Overhead protection (tent or canopy if outdoors)
- Utensil washing facilities (required for on-site food prep and for events > 1 day)
- Access to restroom facilities

SECTION G: Consent and Signature

I have read the "Temporary Food Stands: Key Points" and agree to comply with all the requirements. I understand that changes to menu or set-up must be approved in advance and that unauthorized changes or WI Food Code violations may result in license revocation.

Signature _____ Date _____