

BASTILLE DAYS 2019 MARKETPLACE VENDOR APPLICATION

Thank you for your interest in the 2019 Bastille Days Marketplace. Below are the rules of the event. Please read them carefully before applying to make sure your business fits the requirements of our marketplace. Bastille Days is operated by East Town Association; to learn more about East Town and Bastille Days, visit www.easttown.com

Questions about the Bastille Days Marketplace should be directed to:

Lauren Nachtigall, Events & Marketing Manager
East Town Association / Bastille Days
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LNachtigall@easttown.com | 414-271-1416

Dates, Hours of Operation, Location

Bastille Days returns to downtown Milwaukee's Cathedral Square Park, Thursday, July 11 – Sunday, July 14, 2019. The free four-day bash attracts over 200,000 visitors annually. All vendors MUST be open and ready for operation during ALL event hours:

Thursday	July 11, 2019	11:00am – 11:30pm	(Storm the Bastille Run at 9pm)
Friday	July 12, 2019	11:00am – 11:30pm	(Mardi Gras Parade)
Saturday	July 13, 2019	11:00am – 11:30pm	(Kids' Days Activities 10am-3pm)
Sunday	July 14, 2019	11:00am – 8:00pm	

Move-In and Move-Out Timeline & Instructions

			(Pick-Up Location TBD)
Wednesday	July 10, 2019	2:00pm – 6:00pm	(Move-in & Pick-Up of Materials)
Thursday	July 11, 2019	7:00am – 10:00am	(Move-In & Pick-Up of Materials)
Sunday	July 14, 2019	9:00pm – 1:00am	(Move-Out & Clean-Up, Exit info provided at event)

Supply Hours

Vendors will be permitted to pull a single (1) vehicle to their vending area for 30 minutes during supply hours, prior to Event hours. The vehicle must have a "Drop-Off Vehicle" pass and must not block traffic flow. All vehicles must be removed by 10:00am daily.

Thursday	July 11, 2019	7:00am – 10:00am
Friday	July 12, 2019	7:00am – 10:00am
Saturday	July 13, 2019	7:00am – 10:00am
Sunday	July 14, 2019	7:00am – 10:00am

Unloading/Loading and Parking

Due to limited space on the event site, the Event is unable to provide parking for Marketplace Vendors or their staff. Please use public transportation when possible. There is no overnight parking allowed on site. A "Supply Vehicle" pass will be provided upon check-in and allows loading at your booth for up to 30 minutes for one vehicle. All vehicles must be removed from the event site by 10:00am daily. Please make sure that you do not block the driving lane.

Stall Assignment

Each vendor will be assigned a stall space. Stalls are 10' deep x 10' wide x 7' high *within a 10'x30'x7' tent*. Each 30' wide tent includes three stalls, TWO corners and ONE center space. Sidewalls for booths are provided, vendors are responsible for hanging walls each night and removing and folding each morning upon Event start. Sidewalls should not be attached or bunched to tent during Event hours. Every attempt will be made to place vendors in their desired locations as communicated with attached map and contract; however, Event Management reserves the right to assign spaces at their discretion. *No booth locations are guaranteed until Event start.*

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Signage Guidelines

Each vendor is supplied a 10"x15" Name sign. Additional signs may be placed inside the booth. Additional signage is NOT permitted outside the vendor's booth.

Tents and Display Layout

All spaces are furnished with a shared tent and sidewall to cover all sides, only event-furnished tents are allowed. Each vendor is responsible for the daily installation and removal of sidewall. Tents may not be moved. Vendor's location must be OPEN and STAFFED during all Event hours. Vendors may not Move-Out early. Displays and items MAY NOT extend outside the vendor's tent in any direction. Offenders will be asked to leave the premises without a refund.

Electrical/Sound

Each vendor will receive general lighting (1-2 bulbs per 10'x10' booth), and one 20 amp circuit to share per 30' shared tent. Vendors are forbidden to plug any electrical fixture into any box that has not been specifically assigned to their booth. Each vendor is responsible for any electrical problems occurring in their booth due to overloading a circuit. Generators are not permitted. Amplified sound is NOT allowed.

Security/Clean-Up

All participants are responsible for proper insurance and protection of merchandise. The festival provides general security 24-hours a day but cannot be responsible for the vendor's merchandise. Animals are prohibited. The festival grounds are cleaned every night. Areas around vendor booths will be cleaned; however, cleaning crews will not go inside of booths. Any exceptional garbage including cardboard boxes and other packaging should be deposited in the dumpsters by the vendor. Sidewalls for booths are provided, vendors are responsible for hanging walls each night and removing and folding each morning upon Event start. Sidewalls should not be attached or bunched to tent during Event hours. Upon closing on Sunday night, the vendor is responsible to remove all garbage in and around their booth. Vendors will be charged a fee for any debris left in their designated vendor space.

Payment/Deposit

Locations are not allocated until full payment is received. A minimum deposit of \$250.00 is required with applications to reserve a booth space. Vendors will be notified of acceptance by April 15, 2019 and payments will be deposited upon acceptance. Full payment is due no later than June 15, 2019.

Vendor Fee Includes: 10' deep x 10' wide booth space x 7' height within a 10'x30'x7' tent

Each 30' wide tent includes TWO corners and ONE center space

Minimum of One - 100 watt light bulbs

Sufficient tent sidewall to cover all sides of the 10' x 30' x 7' tent; see above notes on sidewall

10" x 15" Vendor identification sign

30 Minute "loading" pass for a service vehicle to be used daily 7-10am

Event does not furnish labor, handcarts, dollies or any equipment to supply and service your booth. The vendor is responsible for any arrangements for cell or WiFi service.

ITEMS NOT PERMITTED TO BE SOLD:

Vendors may not sell any items with Bastille Days Festival name or likeness. Vendors may not sell any items not listed on their application or approved by the festival. Vendors may not sell or sample any food or beverages. Vendors may not light or burn incense, candles, etc.