



**September 24, 2023 OLA Fall Festival:  
Artisans' Emporium  
VENDOR APPLICATION**

Business Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

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

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

Description of craft(s) or other booth attractions:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- The cost is \$50.00 for a 10 x 10 booth. You may rent two spaces if your display needs more room.
- Fees are non-refundable and must be submitted with this application. **Deadline for applications is 4:00 pm Friday, September 8, 2023.** (Fees for declined applications will be returned.)
- This event is Rain or Shine
- For questions or more information, please contact the Parish Office:  
(608)-362-9066 or [bertae@olabeloit.com](mailto:bertae@olabeloit.com)
- Completed applications and fees should be sent or dropped off at the Parish Office:  
2222 Shopiere Rd  
Beloit, WI 53511
- **Please review the Vendor Agreement before submission** All details on Festival times, set-up, take down, fees, and regulations are contained therein.

By checking this box, I acknowledge that I have read and understand the Vendor Agreement, and will adhere to the regulations as they are detailed.

**THANK YOU FOR YOUR PARTICIPATION IN OLA'S FALL FESTIVAL!**

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For Office Use Only:

Accepted \_\_\_\_\_ Rejected (state reason) \_\_\_\_\_

Number of booths required \_\_\_\_\_ Payment received \_\_\_\_\_

## 2023 OLA Fall Festival: Artisans' Emporium

### Vendor Information

#### Fees:

- The cost is \$50.00 for a 10 x 10 booth. You may rent two spaces if your display needs more room.
- In the event your application is not accepted your booth fee will be returned, however, refunds will NOT be issued for cancellations on part of the vendor.
- There will be NO REFUND in the event of inclement weather.
- Subletting of booth space is not allowed.
- All fees are due at the time of application.
- Payment of fees is accepted in the form of check or money order, and should be made payable to OLA with Booth Space noted in the memo portion.

#### Artist, Artisan, and Craft Booth Space:

- Vendors must confine themselves, products, and equipment to their assigned space. Vendors ARE allowed to bring individual canopy tents, provided they are only 10 x 10.
- Vendors must supply their own tables, chairs, displays, and any additional supplies needed for the display and sale of their products. There are no electrical outlets in the space for vendors, as the space is outside.
- We do not provide cash or change during the Festival.
- Gas powered generators, heaters, and open flames are strictly prohibited.
- Pets are NOT allowed in the vendor area.
- Vendors are expected to only offer goods, items, or services that align with the moral precepts and tenets of the Roman Catholic Church, and comply with all local, state, and federal laws. Any vendor violating this requirement will not be allowed to stay, and will forfeit their fee.

#### Selection Process for Participants:

- **Because space is limited, we will select those vendors/artists who bring a unique craft, product, or art.** Preference may be given to those applicants who are active members of the OLA congregation.
- In an effort to maintain a balanced selection of goods, we reserve the right to limit the number of vendors in each category.
- **Deadline for applications is 4:00 pm Friday, September 8, 2023.** (Fees for declined applications will be returned.)

#### Set-Up Times & Registration Packets:

- Sunday, September 24<sup>th</sup>, set-up may begin NO EARLIER than 6:00 am. The Fall Festival officially opens at 8:00 am. Booths need to close by 3:00 pm.
- Vendors/artists will be directed to their booth space upon their arrival the morning of the event. IF POSSIBLE, vendors will be given a map and their booth number via email before the morning of the festival.

**Cancellations:**

- An accepted application is a commitment to our festival and NO REFUNDS will be given for any cancellation – no exception.
- In the event you cancel your booth for any reason, you may lose the opportunity to have a booth in future years.

**Insurance:**

- All vendors work at their own risk. It is understood that OLA does not carry insurance to cover the personal property or inventory of any vendor.
- Vendors are considered independent contracts, and as such it is suggested that vendors obtain their own insurance. See the Hold Harmless agreement page for further information.
- OLA is not responsible for the loss of any item.

**Sales Tax:**

- Vendors are responsible for paying all state and federal taxes on their own.



# **Catholic Mutual... "CARES"**

## **PARISH FESTIVAL VENDOR HOLD HARMLESS/INDEMNITY AGREEMENT**

PARISH: Our Lady of the Assumption, 2222 Shopiere Rd., Beloit, WI 535311

PARISH is understood to include the (Arch)Diocese of Madison, WI

VENDOR: \_\_\_\_\_

TYPE OF VENDOR: \_\_\_\_\_

DATES OF USE: Sunday, September 24, 2023

The above named VENDOR agrees to defend, protect, indemnify, and hold harmless the above named PARISH against and from all claims arising from the negligence or fault of the above named VENDOR or any of its agents, family members, officers, volunteers, helpers, partners, organizational members, or associates in connection with the operations of the above named VENDOR at the above named PARISH.

VENDOR agrees to provide a certificate of insurance to the PARISH, which provides evidence of general liability coverage of not less than two million dollars (\$2,000,000) per occurrence. VENDOR also agrees to have the PARISH named as an **"Additional Insured"** on its general liability policy for the DATES OF PARISH FESTIVAL in relationship to the VENDOR'S activities. It is agreed that VENDOR also agrees to ensure that its liability insurance policy will be primary in the event of a covered claim or cause of action against PARISH.

**If and only if** VENDOR fails to comply with the above (second) paragraph, then VENDOR agrees to protect, defend, hold harmless, and fully indemnify the above named PARISH for any claim or cause of action whatsoever which takes place during the above identified DATE(S) OF USE that is brought against the PARISH by the above named VENDOR or its employees, agents, guests, invitees, customers, partners, family members, organizational members, and associates, even if such claim arises from the alleged negligence of the PARISH, its employees or agents or the negligence of any other individual or organization not a party to this agreement. If any paragraph or sentence of this agreement is held invalid, it is agreed that the balance thereof, shall continue in full legal force and effect.

SIGNED BY: \_\_\_\_\_

(Must be an official agent of VENDOR)

NAME AND TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_