

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 3/6/2017

EVENT NAME: WindigoFest/MonsterFest & Parade

ORGANIZER: Dead by Dawn Productions - Dawn Dabeck

EVENT DATE: Oct. 6-7, 2017

NEW OR RECURRING: New

LOCATION/DESCRIPTION: Halloween event with hearses, music, contests, blood drive, art exhibits, performances & parade. Use of traffic control items for parade, tables, bandwagon, trash cans, benches & ticket booths. Waiver of noise ordinance, streets closure & no parking restrictions along parade route, stake permit for bounce house, assistance from PD

ESTIMATED CITY COSTS:

POLICE	
FIRE	
PARKS	1650
RECREATION	
STREETS	690
TOTAL CITY COSTS	2340

ESTIMATED EVENT HOLDER CHARGES:

LATE APPL. FEE (<60 days)	
STAKE PERMIT	50
DELIVERY CHARGES	350
(if delivery requested)	
TOTAL E.H. CHARGES	400
GRAND TOTAL	2740

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE

DENY

Todd Has
[Signature]
Karen M. M. Det

COUNCIL ACTION REQUIRED:

Street closures (8th St. for parade, Franklin St. (east of S 8th) & S 7th (betw. Franklin & Jay)/parking restrictions along parade route; noise ordinance waiver to 12 am Fri/Sat; extension of premise for Kathy's Stage Door Pub; permission for vendors to sell food & alcohol on City property - lift downtown.

ITEMS TO INCLUDE IN LETTER:

INS. for bounce house.

parking restrictions

Deborah Neuser

From: Sandy Ronski
Sent: Monday, March 06, 2017 12:20 PM
To: SpecialEvents
Subject: RE: Dept. Recommendation Form - WindigoFest/MonsterFest & Parade 10/06/17 to 10/07/17
Attachments: Windigo Fest & Parade-REVISED 10-06-17 to 10-07-17.pdf

Attached is a new/revised application form for Windigo Fest & Parade. This event was approved by the Special Event Committee this morning (& subject to Council Approval on 3/20/17).

Sandy Ronski
Operations Clerk II
Cemetery, Parks, Transit, and Streets & Sanitation Divisions
City of Manitowoc
2655 S 35th St.
Manitowoc, WI 54220
Phone: 920-686-6518
Fax: 920-686-6525
www.manitowoc.org

From: Sandy Ronski
Sent: Tuesday, February 07, 2017 2:41 PM
To: SpecialEvents
Cc: Sonja Birr
Subject: Dept. Recommendation Form - WindigoFest/MonsterFest & Parade 10/06/17 to 10/07/17

This event will be discussed at the Feb. 20th meeting. Per Sonja, the Mayor would like to attend the meeting and would like Dawn Dabeck to be there as well.

FYI – The MCCA has Harvest Fest listed on their website for October 7th this year. Last year, they had requested the use of Burger Boat Park and the closure of Quay Street between S 6th & 8th Streets. I do not know if Dawn has been coordinating anything with the MCCA.

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RECEIVED

MAR 06 2017

DPI - OPERATIONS DIVISION

City of Manitowoc
SPECIAL EVENTS APPLICATION FORM

NOTICE: This application must be turned in to the Parks Office a minimum of 60 days prior to the date of the event. Your Certificate of Insurance must be on file in the City Clerk's Office a minimum of 10 days prior to the date of the event. If you have questions, please see the Special Event Guidelines & Policy for a list of contacts.

1. Name/Description of Event: Windigo Fest + Parade
2. Date of Event: _____ If multiple days, Start Date: 10/6/17 End Date: 10/7/17
Include dates and times needed for setup and take down / cleanup.
3. Time Event will Begin Setup: 7:00 AM/PM Actual Start Time: 5:00 AM/PM Finish Time: 5:00 ^{10/8/17} AM/PM
4. Name and Complete Address of Organization/Individual Organizing the Event:
Dead by Dawn Productions LLC
Name of organization responsible for event
Dawn Marie Daback Telephone # PRIOR TO event (920) 683-3268
Name (first, middle, and last) of event organizer
Telephone # DURING event () -
Contact name DURING event (if different)
719 A Franklin Street
Street Address
Manitowoc, WI 54220 E-mail address dbyd@hotmail.com
City, State, Zip of event organizer
Is the sponsoring organization a 501(c)(3) organization? ☐ Yes ☒ No
5. Location of the Event: Generally describe your event and its purpose and attach a DETAILED map or diagram of your event.
Also, indicate the direction of the route, if any, including all turns and the number of traffic lanes to be used. Maps of the City and its parks are available online at www.manitowoc.org.

please see attachment

Will the event be held in a Manitowoc park or utilize any park facilities? ☐ Yes Which park? _____ ☒ No

What park facilities will be needed (buildings, tennis courts, ball diamonds, disc golf courses, etc.)?

Have you reserved the park &/or park facilities? ☐ Yes ☒ No If no, please contact the Parks Division at (920) 686-3580.

Does the event require streets to be closed? ☒ Yes ☒ No If yes, which street(s): _____

It is YOUR RESPONSIBILITY to provide federally approved traffic control items; however they may be rented from the Streets & Sanitation Division.

Will the event be held on the sidewalk? ☒ Yes ☐ No



6. Mariners Trail Permit:

Will any portion of the Mariners Trail be used? ☐ Yes ☒ No

If yes, where on the trail will the event begin:

Where on the trail will the event end:

When use of the trail is requested, consideration is given to how the public's use of the trail will be affected. Set up / take down and clean up, as well as other services provided by a City staff may be billed on a cost-recovery basis. **The event organizer must provide a copy of event liability insurance naming BOTH CITIES as co-insured at least 10 days prior to the event. Permits do not allow "exclusive use" of the trail and the general public must be allowed to share the permitted areas.**

This agreement is made and entered into by and between the Cities of Two Rivers and Manitowoc, Wisconsin, hereinafter called "City" and the above-named individual, hereinafter called "Permittee." The parties agree as follows: Bookings must be made no earlier than 12 months in advance. The Permittee understands his/her responsibility is to set up, clean up and restore premises within the time period listed above.

Limitation of Use: Permittee agrees that the number of persons on the rented premises during the rental period shall not exceed the capacity of the facility and that no intoxicating liquor or fermented malt beverages shall be served to minors. Permittee agrees to use premises rented for the purpose stated above and no other. In the event this Limitation of Use is not complied with, Permittee shall be charged and agrees to pay a fee of \$200.

Permittee agrees to abide by the rules and regulations contained in this agreement.

FOR OFFICE USE ONLY:

Signature of City of Two Rivers designee: _____

Date: _____

7. Tell Us About Your Event:

What is the estimated attendance at your event, including observers? 3000

How many vendors will be at your event? 50 How many vehicles? to be determined

Do you require any special parking restrictions? ☒ Yes ☐ No If yes, what type, when, and where:

no parking on parade route 2 hrs prior to 7:00 + 2 hrs parking 10/7/17
Parking on grassy areas of a park is not allowed without prior approval. Contact the Police Department if traffic control is needed.

Will food be prepared and/or served at the event? ☒ Yes ☐ No

You are responsible for obtaining any necessary permits for food from the Manitowoc County Health Department.

Will you be having a band or amplified music? ☒ Yes ☐ No

Will a loudspeaker or similar electric sound amplification system be used outdoors? ☒ Yes ☐ No

If yes, what hours: 10am - midnight 10/6 5pm - midnight 10/7

Will the City need to provide any special electrical assistance or lighting (of ball diamonds, etc.)? ☒ Yes ☐ No

If yes, please describe:

Food vendors and stages will need electricity
Contact the Parks Division at 686-3580 with questions.

Will any of the following services be required? ☐ Clean-up ☐ Street-sweeping

For help defining your parking, clean-up, & traffic control needs, please contact the Streets & Sanitation Division at (920) 686-6550.

Will any fireworks or pyrotechnic devices be used during the event? ☐ Yes ☒ No

If yes, contact the Fire Department at (920) 686-6540 to secure the proper permits for firework usage.

Will animals be present at the event? ☒ Yes ☐ No If yes, please indicate what types of animals, how many are expected, and where they will be located. pet costumes will be judged before parade on

What toilet facilities will be made available to your participants? ☐ Indoor ☒ Outdoor bandshell

Please describe the toilet facilities that will be provided, including their locations and the number of units:

15 portable toilets
see attachment

Will alcoholic beverages be served/sold? ☒ Yes ☐ No If yes, a "Special Class B" license will allow sale/service of beer and/or wine. Please contact the City Clerk's Office at (920) 686-6950 to obtain a license.

In the case of a premise with a current alcohol license, do you need an extension of your premise? ☐ Yes ☒ No If yes, give a detailed explanation under #5.

Do you require a waiver of the restriction to serve alcohol in a park? ☐ Yes ☒ No

8. Equipment Needed for Your Event:

Equipment rental charges will apply unless a waiver of some or all fees is approved. A non-waivable delivery fee will be charged if delivery/pickup by City personnel is needed. Delivery fees are based on total rental costs.

To make arrangements to pick up the items yourselves, please contact the Parks Division at 686-3580. All items must be picked up and returned weekdays between 7:00 A.M. and 2:30 P.M. It is the renter's responsibility to sign in all materials in the Streets & Sanitation office or with a Parks staff member prior to unloading at the time of return. It is unacceptable to drop off rental materials outside of return hours and without signing them in.

Please indicate where and when the items should be delivered:

Please indicate the total number of items requested:

Streets & Sanitation Division Equipment (686-3580):

	# Needed		# of Days*	Cost/Day		Total	
Barricades							
2'		X		X	\$3.00	=	Flashers
3'		X		X	\$3.00	=	Flashers
8'	<u>8</u> ?	X	<u>3</u>	X	\$4.00	=	36.00
Rail type-long	<u>6</u>	X	<u>3</u>	X	\$2.00	=	<u>36.00</u>
Rail type-short		X		X	\$2.00	=	
Channelizer Drums		X		X	\$3.00	=	
Cones							
18"		X		X	\$1.50	=	
28"		X		X	\$1.50	=	
Safety vests		X		X	No charge	=	No Charge
Snow fence							
Rolls		X		X	\$4.00	=	
Posts		X		X	No Charge	=	No Charge
Post driver/pounder		X		X	No Charge	=	No Charge
Traffic signs		X		X	\$2.00	=	Description
		X		X	\$2.00	=	Description
		X		X	\$2.00	=	Description
Traffic signs (Portable)		X		X	\$3.00	=	Description
		X		X	\$3.00	=	Description
		X		X	\$3.00	=	Description
Other (list items and amounts)							

Parks Division Equipment (686-3580): Do NOT count any picnic tables, garbage cans, etc. already located at the park.

Banquet tables, 8'		X		X	\$5.00	=	
Park benches	<u>30</u>	X	<u>3</u>	X	\$7.00	=	<u>420</u>
Picnic tables	<u>20</u>	X	<u>3</u>	X	\$7.00	=	<u>420</u>
Risers, platform		X		X	\$15.00	=	Description
Security stanchions		X		X	\$ 5.00	=	
Tent, 10'x10'		X		X	\$30.00	=	
Tent, 10'x20'		X		X	\$35.00	=	
Ticket booths, outdoor	<u>2</u>	X	<u>3</u>	X	\$15.00	=	<u>90</u>
Trash cans	<u>20</u>	X	<u>3</u>	X	No Charge	=	No Charge
Wenger portable bandwagon, 35x8**	<u>1</u>	X	<u>3</u>	X	\$240.00	=	<u>720</u>
Other (list items and amounts):							

TOTAL RENTAL CHARGES 1782.00

*Include the day of return but not the day of pickup/delivery. Items must be picked/returned weekdays between 7:00 am and 2:30 pm.

**The bandwagon shall not be removed from the City limits without the approval of the Park & Recreation Committee and must be delivered/setup by City Personnel.

If you are requesting delivery/pickup by City personnel, the following non-waivable delivery fees will apply.

DELIVERY FEES	
Total Cost of Items Rented	Delivery Fee
\$0.00 - \$100.00	\$ 50.00
\$100.01 - \$250.00	\$ 75.00
\$250.01 - \$500.00	\$125.00
\$500.00 - \$1,000.00	\$250.00
\$1,000.01 and above	\$350.00

Delivery fees will be adjusted based on actual items rented.

9. Stake Permit: There is a \$50.00 NON-WAIVABLE stake permit fee per event, if any items will be staked into the ground. The event organizer is responsible for ensuring Diggers Hotline is contacted a minimum of three business days before set-up.
Will any of these items (or items of similar nature) be erected or placed on the event grounds?

Tent or canopy ☒ Yes ☐ No
Fence ☐ Yes ☐ No
Sign ☐ Yes ☐ No
Bounce house, Inflatable ☒ Yes ☐ No If electric, where will item be plugged in? city electric
Other ☐ Yes ☐ No If electric, where will item be plugged in? _____

If yes for any, give a detailed explanation under #5.

10. Safety and Security for Your Event:

Do you have the correct level of insurance for your specific event? ☒ Yes ☐ No
Please see the Special Events Insurance Form to ensure you have the proper coverage. You must submit the insurance certificate AND required endorsements to the City Clerk's Office at least 10 days before your event.

Do you need assistance from the Police or Fire Departments? ☒ Yes ☐ No If yes, please describe:

we plan to hire reserve deputies for evenings

to be determined () _____ () _____
Name of Security Coordinator Phone # before event Phone # the day of the event

Do you have a plan in place to deal with medical emergencies that may occur during your event? ☐ Yes ☒ No
The City reserves the right to require a detailed written public safety plan.

11. Fees & Reimbursement: Unless waived by the Special Event Committee, the standard fees for all rentals and licenses will apply. The City may also require reimbursement for extraordinary expenses. Charges will apply for lost, stolen, or damaged equipment.
Stake Permit Fees, License Fees and Delivery Fees will not be waived.

Is a waiver of some or all fees requested? ☒ Yes ☐ No

If yes, please explain what fees you desire waived or reduced and the reason(s): we are asking for all fees to be waived since this is a public event geared to increase tourism and benefit businesses of Manitowoc

Will money be collected, tickets or concessions sold, registration fees charged, or money raised in conjunction with the event?

☒ Yes ☐ No

If yes, explain and list specific charges charges for beverages, food, vendor space

What are your estimated revenues and what will the revenues be used for?

First Time Event - revenues will be used for following year

Please attach any additional information which you feel will assist the committee in evaluating your request. The City reserves the right to request a current financial report for the previous two years indicating all expenses and all revenues of the group/organization.

12. Legal Notice

I understand the filing of this application does not ensure approval of a Special Event. I also understand that all Special Event organizers and participants must comply with all applicable City ordinances, traffic rules, park rules, state health laws, fire codes, and liquor licensing regulations. Fees for park facilities, temporary beer/wine licenses, stake and fireworks permits, and other necessary licenses and permits are in addition to the fees submitted for the Special Events Application. I further understand that an incomplete application may be cause for the denial of the event.

The undersigned agrees to indemnify and hold the City of Manitowoc harmless for any and all damage claims or personal injury claims occurring during this event. It is further agreed that all personal property of any kind brought on the premises shall be at the sole risk of the undersigned, and that the City of Manitowoc shall not be liable for any injury, loss or damage to said property or injury to any persons on the premises. The undersigned agrees to be responsible for any damage caused to said facility or equipment by mischief or negligence. By signing, I acknowledge that I have authority to bind the sponsoring organization and acknowledge that I have received, read and understand the Special Events Policy and agree to be bound by all requirements as stated in the Special Events Policy and it is hereby incorporated by reference into this signed agreement.

Date of birth of applicant 8 / 12 / 45

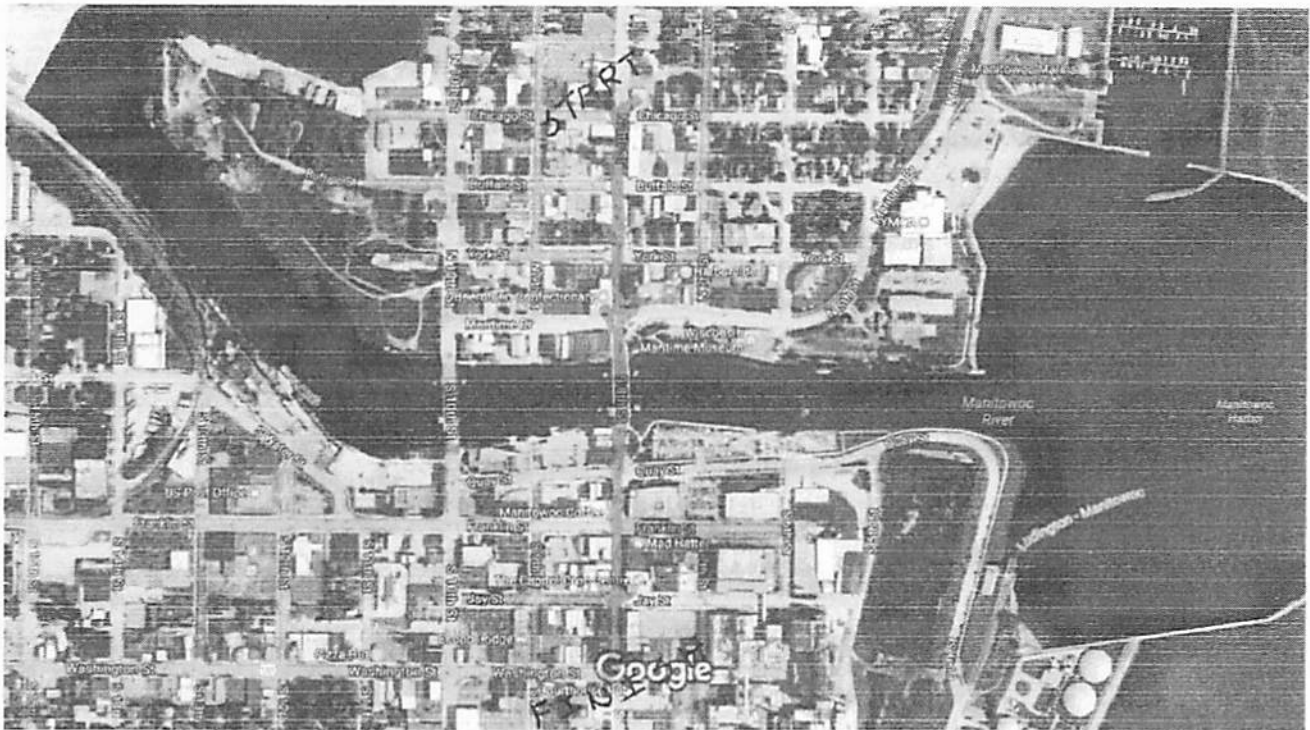
Signature of Applicant: Dawn Dalrech

Date: 3/4/17

Windigofest will be a celebration of all things Halloween taking place Friday October 6th and Saturday October 7th 2017. Making Manitowoc, Wisconsin a destination for tourists as well as creating excitement for local residents is the goal. Our advertising campaign will run statewide and in parts of Michigan to incorporate travelers utilizing the Car Ferry. We will fill the weekend with various seasonal activities such as music, contests, a blood drive, art exhibits, and performances. On Friday evening (5pm) we would like to kick off the event with a DJ from 8pm-midnight. After a day full of All Hallows Eve enjoyment on Saturday, we would like to have a parade going backwards on North 8th Street, beginning on Park Street in front of the Rahr West Museum and ending on Washington Street. The parade would take place at 7pm with a band following on the main stage from 8pm-midnight. The main festivities and vendors for the event will be on Franklin Street between South 8th and South 6th Streets. We would require Franklin Street and the north half of South 7th street between Franklin and Jay to be closed from 7am Friday morning until all clean up is complete and the tent is removed on Sunday.

We are asking that the city provide and waive the fees for the bandwagon, 20 picnic tables, garbage containers, 20 benches, barricades, and perhaps 2 ticket booths. We will be putting a 40x120 tent up in the center of the event in case the weather doesn't cooperate. We also ask that the 2 hour parking limit be lifted on Saturday October 7th and that we ask the council to approve alcohol on city property for the event. We will be meeting with the Capitol Civic Center this week to discuss their participation and use of the parking lot off of Franklin Street.


Google Maps





imagery ©2017 Google, Map data ©2017 Google 200 ft


Parade Route
Festival




 Bus pickup for historical cemetery tour.


 Midwest Hearse Association

 Bandshell from the city of Manitowoc


 Vendor 10x10


 Pallbearer Relay


 Restrooms

 Food vendors

 Pumpkin wagon

 Skull inflatable

 Clown inflatable

 Blood Drive Bus


 Carnival Games

 Photo Op area

 Beer tent

 Ticket Booth

WINDIGO FEST

FOOD VENDOR APPLICATION

- WHERE:** 600 & 700 Blocks of Franklin Street
Manitowoc, WI 54220
- WHEN:** Friday October 6th 5pm-11pm
Saturday October 7th 10am-11pm
- SET-UP:** Day of event – Friday October 6th from 1pm-4pm
*All additional vehicles **MUST** be moved out of the festival grounds by 4:00pm on the day of the festival. Necessary inspections will begin prior to opening.*
- DEADLINE:** All applications must be submitted by August 31st, 2017.
- VENDOR SPACE:** Booth space is limited to a single 10'x10' booth (including all wires, poles, etc.) with a good roof that can withstand wind, rain and other inclement weather. Come prepared for all types of weather. You must secure your booth in case of windy conditions and no stakes will be allowed. All items being sold or displayed must be contained in booth space.
- ELECTRICITY:** Vendors must list all electrical connections on application. Electrical arrangements must be made prior to your arrival. 15 amp/110 volt only. Last minute electrical changes will not be accepted. No generators will be allowed.
- WEATHER:** The festival will not be cancelled because of rain. This is an outdoor event; be prepared for any type of weather. Tents, canopies and pop-ups must be secured to withstand the weather. Tents will not be allowed to be staked into the ground.
- CERTIFICATE OF INSURANCE:** A current Certificate of Insurance is required for all vendors naming Dead by Dawn Productions LLC, Windigo Fest, and the City of Manitowoc as an additional insured. Certificate of Insurance is required before set-up.
- REQUIREMENTS:** The exhibitor will be responsible to be open during the entire festival. You cannot vacate early. Your booth must be neat, attractive, well-maintained. Signage with visible and clear pricing is required. You are responsible for setting up, maintaining and removing your own booth, merchandise and trash. All vendors must decorate their booth or trailer for Halloween and have at least one item featured with that theme. A trophy will be awarded to the vendor with the best Halloween theme and display!
- CONTACT US:** Dawn Dabeck – Festival Vendor Coordinator
Phone: 920-683-3268 E-mail dbyd@hotmail.com
901 South 8th Street
Manitowoc, WI 54220

APPLICATION CHECKLIST:

Please mail or email the following items for approval:

- ☐ Application
- ☐ Payment
- ☐ Food menu with pricing
- ☐ Affirmation & Liability Release
- ☐ Certificate of Insurance
- ☐ Photo of your booth / any high-quality photos for our website and advertising

KEEP THIS COVER SHEET FOR YOUR INFORMATION

FESTIVAL PROCEDURES, CONDITIONS & RATES

GENERAL INFORMATION

This document contains pertinent rules and regulations that govern the operations of WINDIGO FEST hosted by Dead by Dawn Productions LLC. We are extending invitations to vendors who submit fully executed applications with required enclosures and payments (see application page) by the August 31st, 2017 deadline. Priorities for space will be reviewed based on past participation, date of receipt of fully executed application and type of product/item. WINDIGO FEST and DEAD BY DAWN PRODUCTIONS LLC strives to maintain a balance and diversity in vendor offerings, and quality offerings. All applications and products are reviewed so that we may maintain this balance. Our goal is to keep standards high and promote a safe, successful and fun festival. The policies and regulations set forth in this document are designed to maintain order and to regulate activities on the Festival site. Regulations will be enforced.

PROCEDURES

The following application and agreement must be fully completed, signed and returned with the following enclosures in order to be considered for participation:

1. A photograph of the concession set-up and detailed description of products/items to be sold is required for vendors who wish to participate. . Send to dbyd@hotmail.com
pricing for those off
3. \$100.00 vendor fee with a completed and signed application by July 31st, 2017. If vendor fee is not paid by July 31st, 2017, vendor fee will be \$150. If you are not accepted for the Festival your check will be returned to you by August 31st, 2017.
4. Certificate of Insurance naming WindigoFest, Dead by Dawn Productions LLC, and the city of Manitowoc as an additional insured.

CONDITIONS

1. All locations will be assigned by WindigoFest staff. While written location requests will be considered, placement will be at the sole discretion of WindigoFest staff. Use of city property is strictly limited to assigned location.
2. Exhibitor/Concessionaire parking is not provided. With the exception of specified set-up/load-in and break-down/load-out times, vehicles will not be permitted at event site. Vehicles will be removed immediately when asked to be by WindigoFest staff.
3. A photograph of the concession set-up and detailed description of products/items to be sold is required with the application before the application can be approved. All items food vendor/concessionaire wishes to sell are subject to approval by WindigoFest staff. Any product not specified in the application will not be allowed at the Festival, unless permission is sought and given, in writing. Items will be removed from the concession stand when asked by WindigoFest staff during the festival if they were not approved. Failure to abide may result in not being asked back to the festival in future years.
4. Food/Concessionaire must provide a certificate of insurance to WindigoFest by July 31st, 2017.

INSURANCE VERIFICATION

Each exhibitor must provide WindigoFest with a certificate for Comprehensive General Liability and Automobile Insurance, \$1,000,000 minimum plus Workers Compensation as provided by the statutory limits of \$100,000 each accident, \$500,000 disease policy limit and \$100,000 disease for each employee.

WindigoFest & Dead by Dawn Productions must be listed as additional insured under general liability in relation to show participation, on the certificate under "Description of Operations / Locations / Vehicles/ Exclusions added by Endorsement / Special Provision".

There are two exceptions to the Workers Compensation requirement (1) Canadian exhibitors and (2) any vendor that is self-employed with zero employees; this exhibitor must submit a date/signed letter stating "I am self-employed with zero employees and therefore exempt for carrying Workers Compensation.

Exhibitors who retain subcontractors must have those subcontractors submit certificates as outlined for exhibitors. The exhibitor must provide that subcontractor's certificate when providing its own certificate. Certificates are required with deposit. All payments and forms must be sent to WindigoFest no later than the deadline date July 31st, 2017. If there is a problem with your insurance please contact us at 920-683-3268.

5. All signs and displays must be of a professionally produced nature. Prices of items must be displayed.
6. Food/Concessionaires are required to keep a neat, presentable booth at all times. Tables should be covered. Empty boxes and trash will not be permitted around the booth. This looks unprofessional and sloppy.
7. It is the sole responsibility of each exhibitor/concessionaire to obtain the applicable and appropriate state and local licenses and permits as well as payment of taxes pertaining to their operation. Please note: Food vendors should expect inspection of food operations by Manitowoc County Health Department.
8. A limited number of electrical hook-up will be available (SEE Application). You can also use propane to run your booth during the day. Generators may only be used with WindigoFest approval. Vendor agrees to hold WindigoFest, and Dead by Dawn Productions LLC, and any officers and/or owners of the aforementioned company harmless for any damage to equipment caused by any malfunction.
9. WindigoFest will provide day and evening security, but food/concessionaire agrees to hold above-listed organizations harmless for any injury, theft or other loss that may occur to property or person during the load-in/set-up, event, break-down/load-out of the Festival.
10. **SALE OF BEVERAGES WILL BE RESERVED EXCLUSIVELY FOR WINDIGOFEST.** Windigofest also reserves the right to restrict which items will be sold, to include exclusive agreements with national product lines and those who have entered an agreement with WindigoFest to be the "official" vendor, such as: soda, beer, wine and Festival T-shirt.
11. Food/Concessionaires are not to begin striking their display until Saturday at 11:00 p.m. Exhibits must remain open until event closing, even if exhibitor is sold out. Leaving early makes the festival look in disarray; and concessionaires who leave early will not be invited to participate the following year.
12. All vendors must decorate for Halloween and be dressed in costume.
13. **REMINDER: INSURANCE **** Please note: All vendors are required to submit proof of insurance see #4 above. Proof of this insurance must be mailed with your application to WindigoFest no later than July 31st, 2017, or vendor space will be released to vendors on our waiting list. Mail to:

Dead by Dawn productions
719A Franklin Street
Manitowoc, WI 54220
Attn: Festival Committee

14. Security will be provided (as a courtesy) for the vendor booths each day of the event.
WINDIGOFEST WILL NOT BE HELD LIABLE OR BE RESPONSIBLE FOR LOSS, THEFT OR DAMAGE.

If you are looking for accommodations, there is Baymont Inn and Suites just a few blocks from WindigoFest (walking distance), as well as nearby (within 3 miles) Holiday Inn, AmericInn, Super 8 and Quality Inn.

WINDIGOFEST FOOD VENDOR APPLICATION

Business Name: _____

Contact Name: _____ Phone: _____ - _____ - _____

Street or PO Box: _____

City: _____ State: _____ Zip: _____

E-mail Address (required): _____

Nature of goods to be sold: _____

Were you a vendor last year / Do you want the same space?: _____

Number of vehicle passes): _____ 0 _____ Anticipated date & time of set-up: _____

Do you have (please circle): Facebook, Twitter, Instagram Hashtag: _____

The deadline is July 31st, 2017. Vendor hereby requests permission to display and sell the products and/or services listed above. Further, the WindigoFest, Dead by Dawn Productions LLC, reserves the right to approve any product/item a vendor may wish to sell or dispense as well as limit the number of concessions selling the same product/item. DO NOT bring items to the Festival unless previously approved. On the day of the Festival, our standards committee will be monitoring compliance.

I have read and understand and will abide with WINDIGOFEST general information, procedures, rates and conditions.

By signing this application, I acknowledge that the Festival is subject to various weather conditions and state and federal safety and health regulations. No refund of application fees. Exhibits must remain open until closing no earlier than 11pm..

Applicant Signature: _____ Date: _____

Please Print Name: _____

The above named has read and understands the general information, procedures and conditions and seeks admission as a concessionaire.

Dead by Dawn Productions reserves the right to refuse any application. Submission of this application does not guarantee a space.

WINDIGOFEST FOOD VENDOR APPLICATION

1. **PROPOSED MENU OFFERINGS:** List the items you want to sell at the festival. Please try to be as specific as possible and list projected selling prices. Any changes in menu must be submitted in advance, in writing, and approved by the committee.
2. **REMINDER:** No beverages or otherwise, may be sold without prior approval of the Festival Committee. The sale of alcoholic beverages is strictly prohibited.
3. **LIMIT:** If the festival committee feels your projected selling prices are too high, we will let you know. Offerings must stick to the theme of the festival.
4. Submitting your application does not guarantee acceptance into the event. Vendors selling similar items will be limited.

1.	\$
2.	\$
3.	\$
4.	\$
5.	\$

Please, if you have any food or menu related questions, call Dawn Dabeck at 920-683-3268

Your menu and pricing must be clearly labeled at your booth.

WINDIGO FESTIVAL FOOD VENDOR APPLICATION

_____ 10'x10' Vendor Space	\$100.00	= \$ _____
_____ \$150 if paid after July 31st, 2017		
_____ Electricity (15 amp/110 volt only)	\$50.00 (per line)	= \$ _____
_____ Extension cords & lights not provided		
_____ \$10 Fee if Paying with Credit Card	4	
Total Amount Enclosed		= \$ _____

NOTE: Electrical arrangements must be made prior to your arrival. Last minute electrical changes will not be accepted. (NO GENERATORS PERMITTED EXCEPT WITH WINDIGOFEST APPROVAL!)

PAY BY CHECK

Please make all checks payable to Dead by Dawn Productions LLC

Mail to:

Dead by Dawn Productions
719A Franklin Street
Manitowoc, WI 54220
ATTN: Festival Committee

PAY BY CREDIT CARD

By supplying the following information, your credit card will be charged for the full fee, as per your application, upon your acceptance as a Vendor at WINDIGOFEST on July 30th & 31st, 2017. It will show on your statement as The Mad Hatter.

Business Name: _____

Please Circle: Visa MasterCard American Express Discover

Name on Credit Card: _____

Card #: _____ Exp: _____ / _____

Security Number: _____

Billing Address of Credit Card: _____

Phone Number: _____

Authorized Signature: _____

If you are not accepted for the Festival your payment will be returned by August 31st, 2017.

AFFIRMATION & LIABILITY RELEASE

I, _____, hereby affirm that I have been well advised and thoroughly informed of the inherent hazards and policies of the event. I know that by participating in the 2017 WINDIGOFEST, I am exposing myself to certain known and unknown liabilities in my direct and indirect actions with the public and invitees of this event. I also understand that if I choose to hire help for the event, that I am directly responsible for their actions or injury. I hereby personally assume all risks associated with my voluntary participation in this event for any harm, injury or damage that may befall me or any employee or temporary help, as a result of my participation, whether foreseen or unforeseen.

I understand and agree that Dead by Dawn Productions LLC, the city of Manitowoc, Windigo Fest, located in Manitowoc County in the state of Wisconsin, their members and/or directors and officers may not be held liable in any way for any occurrence in connection with my participation in the 2017 WINDIGOFEST that may result in injury, death, or other damages to me or my family, heirs, or assigns, and in consideration of being allowed to participate in this event, I hereby personally assume all risks in connection with said event for any harm, injury, or damage that may befall me, including all risks connected therewith, whether foreseen or unforeseen; and further to save and hold harmless said event and persons from any claim by me, or my family, estate, heirs, or assigns arising out of my participation in this event.

I further state that I am of lawful age and legally competent to sign this affirmation and release, or that I have acquired the written consent of my parents or guardians; that I understand the terms herein are contractual and not a mere recital; and that I have signed this document of my own free will.

It is my intention by this instrument affirmed by my signature below to exempt and release 2017 WINDIGOFEST and Dead by Dawn Productions, their members, directors and officers from all liability whatsoever for personal injury, employer's liability and workers' compensation, property damage or wrongful death arising out of or in the course of my participation in this event.

I HAVE FULLY INFORMED MYSELF OF THE CONTENTS OF THIS AFFIRMATION AND RELEASE BY READING IT BEFORE I SIGN IT.

Company Name

Signature of Participant

Date

Print Name