

GREEN COUNTY CHEESE DAYS® IN MONROE

COMMERCIAL VENDOR APP – 2024

608.325.7771

<https://www.cheesedays.com/commercial-vendors>

cheesedaysfestival@gmail.com

Examples include but are not limited to: independent distributor or direct sales (like Avon), flea market, resale, factory close-out, cell phone accessories, antiques, cleaning products, linens, sunglasses, services, home improvements, non-profits promoting their mission, pre-packaged food items to be consumed later (like fudge, cheese, preserves, dip mixes). Not allowed: items using the festival name (due to trademark restrictions).

Location – Monroe Library parking lot – NW corner of downtown Square, along Friday & Sunday parade routes.

This application is not for food vendors or farmers market or arts & crafts (makers market).

Food Vendors - go to [cheesedays.com/food-vendors](https://www.cheesedays.com/food-vendors)

Farmers Market - call Main Street @ 608.328.4023

Arts and Crafts (Makers Market) Vendors – use application found here - <https://www.cheesedays.com/makers-market-vendors>

SET UP

Option One: AFTER 6 pm on Friday, Sept. 20, 2024.

Option Two: Prior to 9 am on Saturday, Sept. 21, 2024 (no vehicles allowed on the lot before 6 pm Friday or after 9 am Saturday).

Bring your own tables, chairs, tents, tent weights. No drilling or marking of the pavement. Vehicles ARE allowed on lot during set up.

SHOW HOURS

Saturday, September 21, 2024 from 9 am – 6 pm (you are welcome to stay later)

Sunday, September 22, 2024 from 9 am – 5 pm

Optional: you may open your booth for business on Friday night after you set up

CLEAN UP Remove all materials by 6 pm on Sunday. Please use trash receptacles; break down boxes & stack by receptacles.

BOOTH SIZE and PRICE 12 x 12 feet. \$175 per booth.

BOOTH ASSIGNMENTS

See site map layout on <https://www.cheesedays.com/commercial-vendors>. Booths will be assigned in the order that **completed** applications are received. If your check is cashed, you are accepted. Anyone NOT accepted will receive their check back ASAP. Booth assignments will be made approximately two weeks prior to the show – you will receive notification by email (or mail).

CANCEL POLICY

Cancel thru July 31, 2024 = full refund. Cancel during August 2024 = 50% refund. During September 2024 – sorry no refunds.

PARKING None provided. Street parking is available in the area. Vehicles are not allowed on the lot during show hours.

ELECTRICITY None available. **GENERATORS** Not allowed.

PROOF OF INSURANCE is required for show dates – September 20-22, 2024 with general liability coverage minimum of \$1,000,000. If you do not have insurance, we work with a company that can provide it for a fee of \$85. You will need to add this amount to your booth fee check.

Applications are not complete unless these are included: application, booth fee, Form S240, & proof of insurance (or fee to cover insurance)

- All vendors SELLING merchandise MUST PROVIDE WISCONSIN FORM S240 along with their application.
- Cheese Days is unable to provide advice related to Form S240 or sales tax exemption.
 - Go to revenue.wi.gov/html/tempsell.html or call WI Dept. of Revenue at 608.266.2776 for information.
- Download vendor application here: <https://www.cheesedays.com/commercial-vendors>

Please observe the **NO SMOKING** policy on show grounds.

GREEN COUNTY CHEESE DAYS® IN MONROE COMMERCIAL VENDOR APP

Saturday, Sept 21 and Sunday, Sept 22, 2024

\$175 per booth

Office Use	
Date Rec'd	_____
Check Amount	_____
Check #	_____
Booth #	_____
Date Confirmation Sent	_____

Describe merchandise to be sold, or services to be promoted in your booth – including categories, brand names, etc.

CLEARLY PRINT OR TYPE INFORMATION

Business Name (if applicable) _____ Contact Name _____
Address _____ City _____ State _____ Zip _____
Phone (_____) _____ Cell phone for emergency (_____) _____
Email address for confirmation _____ Website _____

CHECK ONE:

I have my own insurance coverage and am including proof of insurance with application

I would like to purchase insurance for a fee of \$85, and have added this amount to my check

****Preferred** booth number(s)**

_____ 1st choice _____ 2nd choice _____ 3rd choice

***Cannot guarantee assignment to preferred booth(s) but will make every effort to do so. Booths assigned in order **completed** apps are received.*

A COMPLETED APPLICATION INCLUDES THE FOLLOWING

- Check or money order (**\$175 per booth**) – payable to Green County Cheese Days
- Proof of insurance OR an additional \$85 fee to purchase insurance for during the show
- This signed application
- Wisconsin Form S240 (required for ALL vendors **selling** merchandise)

MY SIGNATURE BELOW VERIFIES THAT I ACKNOWLEDGE THE FOLLOWING:

- Cheese Days reserves the right to reject any applications, or to reject any category of merchandise that is listed to be sold.
- Cheese Days may request that vendors remove merchandise deemed inappropriate.
- Cheese Days is not responsible for any issues related to weather or theft. I am responsible for my own security.
- I cannot park my vehicle at my booth during show hours and cannot drive on the lot during show hours.
- I cannot begin set up until AFTER 6 pm on Friday, Sept. 20, 2024.
- During the show and at closing, I will keep my booth area clean, and dispose of all trash in the receptacles provided.
- I have included Wisconsin Form S240 with my application (for all vendors selling merchandise)
- I have included proof of insurance, **OR** I have added \$85 to my booth fee to purchase insurance for during the show

Signature of applicant _____ Date _____

Mail all forms and payment to: Cheese Days, PO Box 606, Monroe WI 53566