

Processing information for BHC.
Approved by: _____
Paid [] Check # _____
Date: _____

Please do not write in this space:
Administration Fee: \$ _____

Belgian Heritage Center



BELGIAN HERITAGE CENTER

Vendor Space Application

Event Date: August 19, 2018

Owner(s) Name _____
Business Name _____
Address _____
City _____ State _____ Zip _____
Phone(s) _____ e-mail _____
Web-site Address _____
Facebook: _____

Vending Size requested: _____
Dimension of booths will be 10 x 10 unless otherwise requested to accommodate a tent needing extra rope space

Description of Merchandise

Use space on back of sheet if more room is needed. All merchandise will be juried Please provide your web address with photos OR attach photos with application. (If you have vended with BHC in the past no photos are necessary.)

A minimum \$5.00 administration fee is required to reserve your space and will be applied to the Vendor Fee. Vendors will be accepted on a first come, first served basis. Administration fee is not refundable

Booth Fee:

BHC is a not for profit educational organization. The booth fee shall be a percentage of your sales NOT to exceed a total of \$25.00.

Payable to the BHC

Mail to: Barb Maskell
Attn: BHC Vendor Committee Chair
175 S Hall Rd
Forestville, WI 5421304

BHC Rules:

Handmade products preferred, no mass produced manufactured items.

Booths should be set up and ready to open by 10am on Sunday.
Special request to set up on Saturday shall be considered on a case-by-case request.

All Merchants assume the responsibility for all State and Federal taxes resulting from their business. Obtaining all required permits is the responsibility of the vendor. The state of Wisconsin will process this application for a small fee. Vendors are responsible for copies of any required licenses and/or permits to be on file with BHC, on or before July 1 of the current year.

Publicity: All posters, press releases, and media contacts publicizing the event will be the responsibility of BHC. Any photographs taken by BHC Committee Members or Volunteers before or during the event of Vendors and/or their employees or family members (including minors) may be used by the BHC for promotional purposes (including posters, flyers, bulletin boards, web-sites, newspapers, etc.).

Limits of Liability: BHC is not responsible for any loss or damage to items. In consideration of the Vendor being allowed to participate in the BHC event, the Vendor hereby takes action for it/him/herself, executors, administrators, heirs, next of kin, successors and assigns as follows: Vendors agree to hold the BHC and its members harmless in the event of accident, injury, damage to property or individuals, or any acts of terrorism. Vendor waives, releases, and discharges the BHC, their staff, volunteers, agents and representatives from any and all liability for death, personal or property injury or damage, disability, theft or actions of any kind which may hereafter accrue to Vendor during participation in or during travel to and from the event.

Indemnification: Vendor further agrees to indemnify and hold harmless the entities or persons mentioned in the previous paragraph from any and all liabilities or claims made by other individuals or entities as the result of any action of the Vendor or their employees during the event.

Violations of this Agreement: BHC reserves the right to remove or deny future participation in the event to any Vendor or other participant who willfully violates this agreement or any local, state, or federal law, harasses other participants or visitors, or otherwise disrupts the event.

Signing below indicates you have read and understand that you and your staff will abide by the rules set forth by the BHC in this contract.

Signature of Owner/Representative

Date

INSTRUCTIONS AND INFORMATION

**Check to be sure you have completed and enclosed the following and
RETAIN A COPY OF THE APPLICATION FOR YOUR RECORDS**

- Signed Vendor Application Form - agree to adhere
- Administration Fee Deposit

Contact:

Barb Maskell, Vendor Committee
920-634-8939
maskell7@yahoo.com

175 S Hall Rd
Forestville, WI 54213

BHC Event Date: August 19, 2018
11:00 am – 4 pm

**The Event on August 19th is a traditional Kermis celebrating the culture, foods, beverages,
and customs of the Belgian Heritage.**

BHC Museum Hours:

10 AM - 4 PM Friday, Saturday & Sunday

BHC Site Location:

1255 County Road DK, Brussels, WI

Website:

BelgianHeritageCenter.org

BHC Center Mailing Address:

P O Box 173
Brussels, WI 54204

Our mission: The Belgian Heritage Center will document the history of the Belgian settlement in Wisconsin and preserve unique elements of Belgian culture such as foods, beverages, customs, architecture and the Walloon language.

The center is located in the Namur Historic District that is listed on the National Register of Historic Places and has been designated a National Landmark by the US Department of Interior. The building is being restored to represent the period in which the community formed its roots which will create historical context for the visitor.