



GermanFest

SYRACUSE, NEBRASKA

AUG. 27-29, 2021

CRAFT & RETAIL VENDOR REGISTRATION FORM

GermanFest Market Platz — Sat., Aug. 28, 2021 | Held Rain or Shine

SET UP: 7:00 a.m. - 8:30 a.m. | *No loading zone access after this time.*

SHOW TIME: 9:00 a.m. - 5:00 p.m. | Welcome to stay open until 7:00 p.m. to catch our evening crowd.

LOCATION: Otoe County Fairgrounds | GermanFest Headquarters where events happen all day long!

BOOTH DETAILS: (SEE REVERSE SIDE FOR ADDITIONAL GUIDELINES)

- All booths are outdoor, in grassy area of park.
- No electrical or water available.
- Only one exhibitor per direct sales company allowed, based on first paid registration.
- Must bring your own table/chairs/tent.
- Limit of no more than one double space per vendor.
- Booth space is limited; first-come, first-served with preference given to Syracuse Area Chamber Members.

CRAFT/RETAIL VENDOR BOOTH FEES:

Single Booth | 10' X 10' Size
\$40 -or- \$30 Syracuse Chamber Members

Double Booth | 10' X 20' Size
\$70 -or- \$50 Syracuse Chamber Members

Payment must be included with form to request space. Make checks payable to Syracuse Area Chamber. Once we have confirmed available space for your business, you will receive confirmation via email.

Form with payment must be postmarked no later than July 15, 2021. Make a copy for your records.

Mail to: Syacuse Area Chamber, ATTN: GermanFest Market, P.O. Box J, Syracuse, NE 68446

*To be considered for inclusion in our social media promotion, text a photo of your merchandise to 402-269-0111.

QUESTIONS? Call or Text Elaine at 402-499-2184 | Email us at: market.germanfest@gmail.com

COMPANY / DIRECT SALES NAME: _____

EXHIBITOR NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE: _____ TEXT: Y N EMAIL: _____

DESCRIPTION OF MERCHANDISE: _____

GENERAL RELEASE: I (we) the Exhibitor(s) understand that booth space must be paid in full with registration form. Booth space is not guaranteed until you receive an email confirmation. I (we) the Exhibitor(s) give permission to use our name(s), business name, photos or images taken in broadcasts, websites, social media, or any appropriate marketing medium. I (we) the Exhibitor(s) expressly release Syracuse Area Chamber of Commerce, Otoe County Ag Society, City of Syracuse, Syracuse GermanFest, and event volunteers/sponsors/contributors of all liability for injury, theft, damage or loss to persons or property of the Exhibitor and will not hold said parties liable for refund whatsoever for failure to fulfill this contract, being an act of God, statutes, ordinances or legal authority or any cause beyond its control and hereby agree to the enforcement of all requested rules and regulations of the application and entry rules. Changes concerning GermanFest may be made at the discretion of the Syracuse Area Chamber of Commerce at any time. I agree that all items for sale by this Exhibitor(s) are deemed appropriate for a family festival and not objectionable or illegal and to abide by all rules, regulations, guidelines and the release as stated above and on the reverse side of this form. I (we) the Exhibitor(s) understand that the GermanFest Committee reserves the right to refuse the sale of items deemed inappropriate for a family festival.

Signature of Exhibitor: _____ **Date:** _____

Date Rec: _____ Pymt Rec.: _____ Spot(s) Reserved: # _____ Confirmation Emailed: _____ Other: _____



GUIDELINES FOR CRAFT & RETAIL VENDORS

- 1) All booths will be outdoor in the park (grassy area) on Otoe County Fairgrounds - 3rd & Plum Street in Syracuse, NE. **Set up starts at 7:00 a.m. and must be completed by 8:30 a.m. due to loading and unloading restrictions.** Market Platz is advertised as opening at 9:00 a.m., but we could have early shoppers since breakfast will be served onsite! Vendors must man their booths until 5:00 p.m., but are welcome to stay open until 7:00 p.m. to catch our evening crowd. Designated loading zones will be available from 5:00 p.m. - 7:30 p.m.
- 2) GermanFest is an annual event that's been held for 30+ years; we promote it through extensive advertising across Nebraska and Southwest Iowa. We are planning for 1400 - 2000 attendees.
- 3) **Registration form with payment must be postmarked by July 15, 2021.** Booth space is limited. This is a first-come, first-served show with preference given to Syracuse Area Chamber Members. Only one exhibitor per direct sales company allowed, based on first registration. No more than one double space can be reserved by each vendor. *Space is not guaranteed until your fees are paid and we have sent you an email confirming your booth reservation.*
- 4) A description of merchandise to be sold must be provided on the registration form. Vendors may not sell any form of alcohol. The GermanFest Committee reserves the right to refuse the sale of items deemed inappropriate for a family festival.
- 5) Any merchandise featuring the "GermanFest" name (logos or text) must be submitted for pre-approval no later than August 1, 2021. We reserve the right to deny requests. A photo of the item to be decorated and artwork should be sent to market.germanfest@gmail.com, and we will do our best to review/respond within 3 business days.
- 6) Vendors are responsible for bringing their own tables, chairs, and tents. Make sure your canopy fits withing your booth space (single booth = 10' X 10' or double booth = 10' X 20'). All booths are outdoors, in a grassy area. Vendors are responsible for cleaning up their area after tear down.
- 7) Sales tax in Syracuse is 6.5%; vendors are responsible for remitting sales tax to the Nebraska Department of Revenue.
- 8) Vendors are responsible for their own merchandise, equipment, supplies and other property at all times. Syracuse Area Chamber of Commerce, Otoe County Ag Society, City of Syracuse, Syracuse GermanFest, and event volunteers/contributors are not liable for any injury, theft, damage or loss to persons or property.
- 9) All vendors must adhere to any Otoe County Covid precautions in effect at the time of the event.
- 10) No concealed or unconcealed firearms or weapons allowed on event premises, except for law enforcement officers.
- 10) Refunds only issued if booth space is not available or if the entire GermanFest event were to be canceled due to unforeseen circumstances. If you change your mind or do not show for any reason, booth fees are forfeited.
- 11) **Vendors are encouraged to spread the word about 2021 GermanFest!** We invite you to like our event on Facebook (Germanfest - Syracuse NE) and share the event posts with your friends. Go to our web page at GermanFestNE.com for a full schedule of events, directions and lodging options.

WE LOOK FORWARD TO SEEING YOU!

QUESTIONS? Call or Text Elaine at 402-499-2184 | Email us at: market.germanfest@gmail.com



Germanfest

SYRACUSE, NEBRASKA

AUG. 27-29, 2021

FOOD VENDOR REGISTRATION FORM

GermanFest Market Platz — Sat., Aug. 28, 2021 | Held Rain or Shine

SET UP: FRI @ 5:00 p.m. - 8:00 p.m. -or- SAT @ 7:00 a.m. - 8:00 a.m. | No driveway/loading zone access after this time.

HOURS OF OPERATION: SAT @ 9:00 a.m. - 6:00 p.m. | Special hours may be requested, subject to approval.

TEAR DOWN / EXIT PREMISES: SAT @ 6:00 p.m. - 7:30 p.m.

LOCATION: Otoe County Fairgrounds | GermanFest Headquarters where events happen all day long!

ADDITIONAL CONTRACT TERMS AND CONDITIONS: SEE REVERSE SIDE

FOOD VENDOR SPACE:

ENCLOSED

Space Needed for Food Truck or Serving Unit: _____ ft. X _____ ft.

FEE: \$100 -or- \$70 Discounted Fee for Syracuse Chamber Members

Will you be using a generator (inverter required)? Yes -or- No

Note: Food trucks & serving units must be self-contained. NO electrical or water hook-ups accessible on site.

If requesting special hours, please indicate preferred start/end time: _____

Reason for request: _____

Payment must be included with form to request space. Make checks payable to Syracuse Area Chamber.

Mail to: Syracuse Area Chamber, ATTN: GermanFest Food, P.O. Box J, Syracuse, NE 68446

Form with payment must be postmarked no later than July 15, 2021. Make a copy for your records.

Food vendor spots are limited. Space not guaranteed until menu is approved and you receive a confirmation email from us.

QUESTIONS? Call or Text Elaine at 402-499-2184 | Email us at: market.germanfest@gmail.com

COMPANY / VENDOR NAME: _____

VENDOR REP: _____ **EMAIL:** _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP CODE:** _____

DAYTIME PHONE: _____ **TEXT:** Y N **EVENING PHONE:** _____ **TEXT:** Y N

MUST ATTACH MENU OF ALL FOOD AND BEVERAGE ITEMS TO BE SERVED. SEE REVERSE SIDE FOR MORE DETAILS.

GENERAL RELEASE: I (we) the Vendor(s) understand that booth space must be paid in full with registration form. Vendor space is limited and not guaranteed until menu is approved and you receive an email confirmation from us. I (we) the Vendor(s) give permission to use our name(s), business name, photos or images taken in broadcasts, websites, social media, or any appropriate marketing medium. I (we) the Vendor(s) expressly release Syracuse Area Chamber of Commerce, Otoe County Ag Society, City of Syracuse, Syracuse GermanFest, and event volunteers/sponsors/contributors of all liability for injury, theft, damage or loss to persons or property of the Vendor and will not hold said parties liable for refund whatsoever for failure to fulfill this contract, being an act of God, statutes, ordinances or legal authority or any cause beyond its control and hereby agree to the enforcement of all requested rules and regulations of the application and entry rules. Changes concerning GermanFest may be made at the discretion of the Syracuse Area Chamber of Commerce at any time. I agree that all items for sale by this Vendor(s) is deemed appropriate for a family festival and not objectionable or illegal and to abide by all rules, regulations, terms, conditions and the release as stated above and on the reverse side of this form. I (we) the Vendor(s) agree to follow all rules and instructions from GermanFest event staff. I (we) the Vendor(s) understand that the GermanFest Committee reserves the right to prohibit the sale of non-approved menu items or items deemed inappropriate for a family festival.

Authorized Vendor Rep Signature: _____ **Date:** _____

Date Rec: _____ Spot Reserved # _____ Confirm Sent: _____ Special Hours: Approved - Denied (_____) Arrive: FRI - SAT Time: _____



ADDITIONAL TERMS & CONDITIONS FOR FOOD VENDORS

- 1) GermanFest is an annual event that's been held for 30+ years; we promote it extensively through advertising across Nebraska and Southwest Iowa. We are planning for 1400 - 2000 attendees. All food vendor space will be outdoor in a grassy area at our GermanFest Headquarters, the Otoe County Fairgrounds near 3rd & Plum Streets in Syracuse, NE. All Saturday GermanFest events will take place here; go to GermanFestNE.com to see a full schedule of events.
- 2) **Hours of Operation:** Food vendors must be present at the event with adequate staffing to provide the approved menu items on Sat., Aug. 28, 2021 from 9:00 a.m. to 6:00 p.m., or during the special hours approved in your email confirmation. Cash drawers must be set-up by the food vendor; change will not be available on site.
- 3) **Registration form with payment must be postmarked by July 15, 2021.** Food vendor spots will be limited; first come, first served with preference given to Syracuse Area Chamber Members, and those who served at GermanFest the previous year. *Space is not guaranteed until your fees are paid, your menu has been approved, and we have sent you an email confirming space.*
- 4) **Vendor menu** must be submitted with registration for review; changes may be required. For the benefit of all food vendors and attendees, we are trying to keep vendors from offering the same food items. Any subsequent menu change requests must also be pre-approved. Vendors will only be allowed to serve the food and/or beverage items that have been pre-approved. No alcoholic beverages may be sold or served by food vendors. The GermanFest Committee reserves the right to prohibit the sale of non-approved menu items or items deemed inappropriate for a family festival.
- 5) **Vendor food trucks or serving units** must be self-contained; inverter required if generator is used. NO electrical or water hook-ups accessible on site. An approved fire extinguisher and first aid kit must be in the food truck/serving unit at all times. Food truck vendors must provide their own signage that must be professional in appearance. All food vendors must post the name/address/phone number of the owner, operator, permittee or business. This shall be legible and clearly visible to all guests.
- 6) **Vendor space** will be assigned by our event staff, and vendors are expected to work within that space. No separate sound systems are permitted. Area surrounding food vendors must be kept clean at all times by the Food Vendor. On site trash containers will be provided; vendors must empty containers into the larger trash receptical. Before leaving, vendors are expected to clean up their area.
- 7) All vendors must provide the following documentation within 3 days of submitting a food vendor registration:
 - A) **Sales tax permit: email or text a copy of the vendor's sales tax permit for the State of Nebraska.** Syracuse sales tax is 6.5%; vendors are responsible for collecting & remitting sales tax to the Nebraska Department of Revenue.
 - B) **Proof of insurance: email or text a copy of the vendor's current Property & Liability Insurance (required).** Vendors are responsible for their own staff, food merchandise, equipment, vehicles, supplies and other property at all times. Syracuse Area Chamber of Commerce, Otoe County Ag Society, City of Syracuse, Syracuse GermanFest, and event volunteers/sponsors/contributors are not liable for any injury, theft, damage or loss to persons or property.
 - C) **Food permit: vendors must provide a copy of their current food permit.** Vendors are expected to follow all retail food code regulations set forth by the State of Nebraska. Vendors must post a current copy of their food permit and comply with any health inspectors and their agents.
- 8) **Vendor staff** must be neat and clean, preferably in recognizable clothing (ie. matching shirts or aprons). Food staff are not allowed to smoke or eat in the food prep or service areas, or drink alcohol while working. Two vendor bracelets will be provided and need to be worn throughout the day. If you have more than two staff working and need more, let us know. If you plan to return for evening activities, you can receive a 50% discount off your GermanFest gate admission with advance request.
- 9) Refunds only issued if space is not available or if the entire GermanFest event were to be canceled due to unforeseen circumstances. If you change your mind or do not show for any reason, fees for space are forfeited.
- 10) Food vendors must adhere to any Otoe County Covid precautions in effect at the time of the event, and obey all laws.
- 11) No concealed or unconcealed firearms or weapons allowed on event premises.

WE LOOK FORWARD SEEING YOU AT GERMANFEST!

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