



Dear Residents and Friends of Merrimac,

March 31, 2017

Merrimac will host its 12th annual Merrimac Community Festival on Saturday August 5, 2017. This event will take place at Merrimac's Memorial Park and Ball Park, with profits to be applied toward future Village park improvements. The festival planning committee welcomes your participation on festival day. This one-day event is self-funded and will be held rain-or-shine. We're excited about having you participate and bring your family and friends for a memorable day at Memorial Park. We may be a small Village, but there is nothing small about our festival!

Festival activities being planned so far include music by Flip City Live, two water ski shows by the Beaverland Must-Skis, a lunch-time chicken barbeque, vendors for arts, crafts and food, a horseshoe pitching tournament by Merrimac Fire & Rescue, a 5k Fun Run, a kids' Super Hero Fun Run, kid's activities and the renowned Chicken Drop. There are several ways you can participate.

One way is to volunteer your time to assist with festival set-up, or assisting a local organization by serving on festival day. Volunteers assist our churches, fire department, clubs and other organizations who contribute, so it's a team effort. Last year we had over 130 volunteers, and everyone contributed towards engaging activities with kids, assisting local organizations serve food and drinks, or providing information and safe parking at the festival.

Another way to contribute is to become a sponsor by making a financial donation. Sponsorship will help us pay for expenses such as supplies for kid's games, tent rentals, live music, advertising, etc. Sponsors will be recognized on Facebook, on the Village's website and on a large placard at the festival Information Booth. Donations are tax deductible (if you itemize).

A third way is to become a raffle item donor. Our raffle raises money to cover expenses and fund future park improvements. Raffle donors will also be recognized on Facebook, on the Village's website and on a large placard at the festival Information Booth. Finally, you can become a vendor of food or craft sale items; vendors help us attract a wide variety of people to our festival, young and old, from near and far.

Please complete the form on the back of this letter and return it no later than July 10, 2017. Watch the Village of Merrimac website at <http://villageofmerrimac.org> for festival updates. If you have questions, want more information, or want to get involved, please call 493-2122 or email us at: [merrimac@merr.com](mailto:merrimac@merr.com) Save the date...Saturday, August 5<sup>th</sup>. We thank you in advance for your generous and enthusiastic support!

Sincerely,

Ronald D. Senger

Administrator/Clerk/Treasurer

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**VILLAGE OF MERRIMAC**

100 Cook St. • Merrimac, WI 53561 • 608-493-2122 • [merrimac@merr.com](mailto:merrimac@merr.com) • [villageofmerrimac.org](http://villageofmerrimac.org)

# Merrimac Community Festival – 2017

## Saturday, August 5

This application is due postmarked by July 10, 2017. Fill in applicable section/s that apply to you, make check payable to: Village of Merrimac and mail to Village of Merrimac, 100 Cook St., Merrimac WI 53561. Form may also be emailed to merrimac@merr.com, with check mailed no later than July 10th to reserve your booth space.

**SPONSOR DONORS:** Send your sponsorship check to the above address with the following information:

Name \_\_\_\_\_ Phone number (include area code) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email address \_\_\_\_\_ Website (if any) \_\_\_\_\_

**RAFFLE DONORS:** Send this form to the above address with the following information: A brief description of the raffle item(s) including an estimated or actual value: \_\_\_\_\_

Name \_\_\_\_\_ Phone number (include area code) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Please drop off raffle items at the Village Hall, 9am to 3pm, between July 15-31<sup>st</sup> or contact us at 493-2122 for pick up.

**VENDOR BOOTHS:** Food booths may operate from 11am-8pm. Other booths operate from 10am to 4pm. Send your fee check to the above address with the following information:

Brief description of items to be sold \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email address \_\_\_\_\_ Website \_\_\_\_\_

Food vendor fee (for non-profit/not-for-profit organizations) \_\_\_ x 40% of festival-day net profits \$ \_\_\_\_\_

Food vendor fee ("for-profit" businesses) \_\_\_\_\_ x \$65 + 20% of net profits \$ \_\_\_\_\_

10x10' arts/crafts vendor booth space(s) \_\_\_\_\_ x \$35 each enclosed \$ \_\_\_\_\_

10x10' arts/crafts vendor booth space(s) under the "big tent" \_\_\_ x \$50 each enclosed (ltd # avail.) \$ \_\_\_\_\_

8 foot table(s) rental \_\_\_\_\_ x \$15 each enclosed (ltd # avail.) \$ \_\_\_\_\_

TOTAL FEES (must be paid with this application and are non-refundable) TOTAL FEES: \$ \_\_\_\_\_

### Vendor Agreement

Booth items must be appropriate for both children and adults to view.....this is a family event.

The festival committee reserves the right to decline a proposed vendor's participation.

Each vendor will be responsible for preparing, setting up, staffing and removing his or her booth.

Booth areas are 10 feet by 10 feet – the committee advises that booths have an awning or cover if at all possible.

Booth location assignments will be made by the festival committee. Space fee is \$35 each – vendors may rent more than one space – space under the big tent is an additional \$15 - 8 foot tables may be rented for \$15 each (handling fee).

This festival will be held rain or shine on August 5.....there will be NO fee refunds.

Vendors bring booth items to the festival and participate at their own risk.

The festival committee or the Village of Merrimac is not liable for the loss or damage of booth items.

Chicken BBQ vendor serves from 11am-1pm; food vendors should indicate their timeframe for service, from 11am-3pm or 4-8pm; pre-coordination with festival committee is desired; food booth take down must be completed by 8:30pm.

Other booth registration and set up to start by 9 am; must be ready to sell by 10am; take down no later than 8pm.

Vendors will allow the festival committee to use booth information or photos for festival promotional purposes.

Request non-food vendors donate an item to the raffle, in advance of festival date if possible, or by 9am on festival day.

**I hereby agree to all requirements and fees aforementioned on this application form:**

Vendor Signature \_\_\_\_\_ Date \_\_\_\_\_

I would like to volunteer 2 hours of my time to help with festival set-up or operations on 8/4/17 or 8/5/17 (circle date).

You can count on my help! Name \_\_\_\_\_ Phone # \_\_\_\_\_