

Dear Friends of Merrimac,

The Merrimac Community Festival is back after nearly three years! By the time you receive this letter there will be only two months left until the festival on August 6th, 2022. This year's festival committee is entirely volunteer driven and most of us are new to this whole "organizing" thing but that hasn't stopped us from pulling together the biggest festival to date.

Our mission is simple: we want our friends, family and neighbors to rub elbows, get some fresh air, and raise money for our parks, local organizations and businesses. The past two years have been tough for businesses and families and we're fortunate to have the opportunity to help our community and have fun while we do it.

We have secured the following activities with more every day:

- 5k Color Fun Run to Support Merrimac Community School.
- Kids activities like face painting, matching ducks, a professional clown and more!
- Dunk tank, ski show, barrel train rides, and three professional touring bands (Polka, country and rock).
- Fire department horseshoes and bag toss tournament.
- Local club food vendors during the day, food trucks and carts in the evening.

If you want to join in on the fun, consider being a vendor, volunteer or sponsor for the festival.

- Food and craft vendors provide the largest appeal for all ages. Whether you're a large organization, small business or individual, we welcome you to reserve a spot and display your unique goods and services to the community.
- Volunteers are the core of a safe and smooth event and we encourage everyone to help out in any way you'd like. We need folks to help with setup, take down, and day-of events such as helping vendors and staffing booths, emptying trash bins, running to get supplies and more.
- Sponsors and donations help to cover various expenses such as supplies for kid's games, tent rentals, live music, etc. Sponsors will be listed with festival information and on stages, tents or other promotional materials. Anonymous donations are welcomed, and all profits/proceeds stay with the festival year over year.

Please fill out the enclosed application by July 17, 2022. Watch the Merrimac Community Festival Facebook page at <https://www.facebook.com/MerrimacCommunityFestival/> for festival planning updates. If you have questions or need more information or want to become more involved, email us at merrimacfestival@gmail.com or contact us on our Facebook page.

Thanks in advance for your generous and enthusiastic support!

Sincerely,

The Merrimac Festival Committee

Merrimac Community Festival – Saturday, August 6 2022

This application is due postmarked by July 17, 2022. Fill in applicable section/s that apply to you, make check payable to: Village of Merrimac and mail to or drop off at Village of Merrimac, 100 Cook St., Merrimac WI 53561. Form may also be scanned and emailed to deputyclerk@merrimac.gov with check mailed no later than July 17th to reserve your booth space.

SPONSOR OR 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) _____

VOLUNTEERS: I would love to help make this year's festival a huge success by offering 2- 3 hours of my time to assist with festival set-up or operations on 8/5/22 or 8/6/22 (circle date). You can count on me!

Name _____ Phone # _____

VENDOR BOOTHS: All craft booths operate from 10am - 4pm. All food booths operate from 10:00am – 4:00pm (Merrimac Fire Department and Craft Beer Tent will remain open till 8:00 pm).

Send your fee check to the above address with the following information:

Name of Person Responsible for Booth / Point of Contact: _____

Address _____ City _____ State _____ Zip _____

Email address _____ Website _____

Brief description of items to be sold: _____

Vendor Fee: 10' x10' Booth Space @ \$35 each..... Enclosed 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/her booth.

Booth areas are 10 feet by 10 feet – the committee advises that booths have an awning/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.

This festival will be held rain or shine on August 6. 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.

All booth registration and set up will start at 8am and should be ready to sell by 10am; take down finished no later than 5 pm.

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

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

Vendor Signature _____ Date _____