

Lake Country Community Fest
September 26, 2020 | Kettle Moraine High School
10:00 am – 3:00 pm

Welcome to Lake Country Community Fest!
Exhibitor Information

A.) **General Exhibitor Registration includes:** (1) 8 X 10' booth set up by Wisconsin Expo with side & back curtains, (1) 2 X 8' skirted table, (1) 7 X 44" sign, (1) folding chair, online participation listing of your business on the Lake Country Community Fest website. **Note: Changes/Additions to standard set-up not permitted.**

☐ **Sharing A Booth:** A limit of 2 chamber businesses per one 8 x 10 booth space is allowed. There is an **additional charge of \$10.00** for an extra booth sign.

☐ **Electricity:** **This is an additional charge not included in the standard exhibitor registration (except for food vendors in food court area and some sponsors).** Provisions: 120 Volt, 500 watts capacity for single device use only. Power strips for multiple devices prohibited. Outlets are **limited** and available on a first response basis. Bring your own grounded, 3-wire extension cord(s).

☐ **Wireless connectivity:** Wireless connectivity will be available on the evening of the 25th and throughout the day on the 26th. No login/password credentials are required to access the KMHS PUBLIC network. Be advised that all Internet traffic will pass through the school's Internet filter. We make no guarantees as to the availability of individual Internet sites and there will be no technical support available during the Fest. We strongly encourage a back-up plan in the event wireless is unavailable or signal strength is compromised.

B.) **Sponsor Registration & Benefits:** Please refer to the Sponsorship Benefits and Sponsor Registration forms.

C.) **Food Vendor Registration includes:** (1) booth in food court area set up by Wisconsin Expo with side and back curtains, (1) skirted front table, (1) back table, (1) 7 x 44' sign, (1) folding chair, online participation listing of your business on fest website. *Electricity is also included in the booth fee—see provisions stated above. Electrical needs required above those provisions stated may not be able to be accommodated and/or may require additional fees. Limited food vendor spots available.*

☐ **Food vendors must submit a copy of insurance certificate.** Number of participating vendors will be limited. Vendors retain all sales from food items. To avoid duplication, all food items must be pre-approved. Fill in menu items on registration form and we will contact you if a change is needed. While we encourage you to showcase your products, we have found that sandwich/finger foods and desserts are more commonly purchased. The school kitchen will not be available for use. Vendors will provide for all equipment required to keep foods hot or cold, and are responsible for cleanup of areas used. A separate fee and registration form are required for additional booth in exhibitor hall.

D.) **Booth selection: Made on a first response basis.** You are encouraged to send registration and payment early to secure your booth space location preference. You will be assigned one of your three booth choices and we will ONLY contact you in the event your booth choices are unavailable upon receipt in our office. Confirmation will be sent to the email address entered on the registration forms **approximately 2 weeks prior to the event.** Assigned booths will be made available for viewing on www.lakecountrycommunityfest.com.

E.) **Registration Form & Payment:** Make checks payable to Lake Country Community Fest and mail forms to the Delafield Chamber of Commerce | P.O. Box 180171, Delafield, WI 53018. Completed Registration Form, & Payment must be received on or before **September 1, 2020 in order to benefit from the “Advanced Member Registration” Pricing.** Additional fees apply beginning February 2, 2020. Booth space cannot be reserved without full payment – no exceptions.

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(Continued)

- F.) Verification:** Please fill out your registration form legibly. It is your responsibility to check the Lake Country Community Fest website at www.lakecountrycommunityfest.com to verify that your information is correct, (spelling of names, website link, etc.).
- G.) Demonstrations/showcase performances:** If you are a chamber member and would like to present a live demonstration, entertainment, or children's activity, please contact either chamber to determine time slot availability.
- H.) Voluntary Raffle Participation:** Exhibitors may conduct COMPLIMENTARY, independent raffles at their booth (no money exchanged) and do not need to inform the chamber of plans.
- I. Set up:** You may set up your booth on Friday, September 25th from 5:30pm to 7:00 pm or on Saturday, September 26th beginning at 7:30 am*. Directions to the school and parking instructions will be emailed with the booth confirmations two weeks prior to the fest. There will be floor plans posted at several entrances and volunteers available to help you locate your booth. **Early set up is at your own risk - there is no additional overnight security provided in the exhibit areas.**
- J.) Parking during show hours: General Exhibitors-**Please plan to park in the area which will be designated for you and your business associates to allow as any community parking spots as possible for the convenience of your potential customers.
- K.) Day of event tear down:** 3:00 pm on Saturday, September 26th.

Additional Notes - Restricted Items:

- Motorized or heavy equipment that could damage the school's floors must be approved for use before bringing the items into the designated event areas.
- Open flames of any type and pressurized vessels (propane tanks, pressurized gas) are prohibited.
- This is a non-selling environment with the exception of the authorized Food Vendors and nonprofit registered organizations. The exchange of money is prohibited.
- Materials containing latex are prohibited (balloons, gloves, etc...).
- Animals are prohibited.

CANCELLATION POLICY: Once your registration has been received and the booth space has been allocated, your company is contracted to the booth space. Any exhibitor who cancels booth space prior to February 15, 2020 must pay a \$50.00 cancellation fee to cover administrative expenses. **There are no refunds for cancellations after September 1, 2020. All cancellations must be made in writing.**

Thank you for your registration and we look forward to seeing you at the 16th Annual Lake Country Community Fest!

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**Event set up times may change & would be included in Sponsor & General Exhibitor Check-In Notes sent two weeks prior to the event.*