



# BARABOO'S BIG TOP PARADE

Saturday, June 13 • Downtown Baraboo • 11 a.m.

[www.bigtopparade.com](http://www.bigtopparade.com)

## VENDOR INFORMATION

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The Big Top Parade is a celebration of Baraboo's circus heritage. This weekend of circus-themed fun is highlighted by the parade. *Please note: This is an outdoor event with no rain date or refunds in the event of inclement weather.*

### Food Vendor Information

**Selection:** Vendors are chosen based on menu options, food quality, and reliability of vendor and in order of receipt. A limited number of vendors are chosen and duplication of menu items is avoided as much as practical. Vendors may be asked not to sell a particular item if it conflicts with another vendor already selected.

**Set Up:** Set-up is required the night before the event between 5 and 6 p.m. for all trailer units. All other units must be unloaded and set up by 8:00 a.m. the morning of the event. Management is authorized to occupy said space in a manner deemed in the best interest of the event, without any rebate or allowance whatsoever to the vendor, and without in any way releasing vendor from any liability hereunder.

**Spaces:** Spaces are 15-20 ft. frontage; one space allowed per vendor. If you require more space your fee will be adjusted. Spaces will be pre-assigned.

**Service:** Vendors must provide their own service equipment and are responsible for same at all times. Service area must be handicap accessible. Each vendor is required to provide waste receptacles by their stand for the general public and keep it emptied during the day. Serving time is 9:00 a.m.-2:00 p.m. Please note that no vehicles will be allowed in the barricaded venue during the day. If you must restock your inventory, please be aware that you will have to hand-carry in. Vendors closing down or running out of food before 1:00 PM may not be invited back.

**Clean Up:** Vendors are required to clean their area before leaving. Dumpsters will be provided and all your trash bags must be placed in the provided designated dumpster by vendor. Food, beverage, cooking oils, water/ice, etc. must be taken off site by the vendor for disposal. No ice or water shall be dumped in the gutters.

**Parking:** After loading, exhibitors must move towing vehicles to a public lot, not in the streets or in the alleys!

**Permits/Insurance:** Vendors are covered under the sponsor's city event permit, but must comply with DHFS restaurant permit guidelines and supply their mobile restaurant vending permit number. Each vendor is required to supply a Certificate of Insurance with their application listing Baraboo Area Chamber of Commerce as additional insured. You may be approached by the DHFS on the day of the fair, and asked to provide license information. Applications without insurance certificates will be returned.

**Application:** Booth fees vary depending on power requirements. Applications must be received a minimum of one month prior to event; however, first applications received are given first priority.

**Cancellation:** Refunds will only be made up to one month prior to event date and only if there is a full event and we can replace you. Deadline for food vendor registration is one month prior to each event date. If space is still available after this date, applications will be reviewed and spaces will be granted depending on food menu options.