

# PARTY ON THE PAVEMENT

**Saturday, September 17, 2022**  
**Arts and Crafts Vendor Application**

**ARTS AND CRAFTS DESIGNATION:** Within the arts and crafts category, all items sold must be individually handmade by the artist/crafter represented, without the use of commercial molds, kits, casting patterns, or mass-produced parts. **No Buy/Resale. No exceptions.**

**WHERE:** Downtown Racine, Main and Sixth Streets

**WHEN:** Saturday, September 17, 2022 – 12:00 pm – 7:00 pm

**SET-UP:** 8:00 am Day of Festival. Vehicles **MUST** be moved out of festival grounds by 11:00 am on the day of the festival.

**DEADLINE:** All applications **must be submitted by August 12, 2022.**

**BOOTH SPACE:** Booth space is limited to a single 12' x 12' booth (including all wires, stakes, poles, etc.) Vendors should come prepared for all types of weather.

**WEATHER:** The festival **will not** be cancelled because of rain. This is an outdoor event; be prepared for any type of weather. Tents, canopies, and pop-ups must be secured to withstand the weather.

**REQUIREMENTS:** The vendor will be responsible to be open during the entire Festival. You cannot vacate early. Your booth must be neat, attractive, and well-maintained. You are responsible for setting up, maintaining, and removing your own booth, your merchandise, **and your trash.**

**Any questions should be directed to:**

**Downtown Racine Corporation**  
**Lisa Shockley**  
**425 Main Street, Racine, WI 53403**  
**262.634.6002 – M-F 8:00am – 4:00pm**  
[events@racinedowntown.com](mailto:events@racinedowntown.com)

## PROCEDURES

1. Application must include a detailed list of all proposed merchandise sold at Arts & Crafts booth space.
2. \$50 vendor fee with a completed and signed application and signed and dated Affirmation & Liability Release Form should be emailed to [events@racinedowntown.com](mailto:events@racinedowntown.com). Payments may be made via credit card over the phone to the DRC office at 262.634.6002 (Mon – Fri 8am – 4pm) or a check may be made out to the Downtown Racine Corporation and mailed to 425 Main Street, Racine, WI 53403.
3. **DEADLINE IS AUGUST 12, 2022. NO EXCEPTIONS.**

## CONDITIONS

1. All locations will be assigned by DRC staff. While written location requests will be considered, placement will be at the sole discretion of DRC staff and POP volunteers. Use of Festival space is strictly limited to assigned location.
2. Except for specified setup/load-in and breakdown/load-out times, vehicles will not be permitted in the event site. Vehicles will be removed immediately when asked to be by DRC staff.
3. No Vendor Shall:
  - a. Attract attention to his booth by hawking or crying out.
  - b. **Allow any waste, garbage, or any other refuse to remain in or near his space after the closing hours of the POP Festival.**
4. Vendors are not to begin taking down their display until Saturday at 7:00 p.m. Booths must remain open until event closing. Leaving early makes the festival look in disarray; and exhibitors who leave early will not be invited to participate the following year.

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Please complete and return this form along with the **Affirmation & Liability Release Form and Certificate of Insurance**.

**Business/Organization Name:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Street or P.O. Box:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**E-mail Address (required):** \_\_\_\_\_

**Arts and Crafts Merchandise:** \_\_\_\_\_

\_\_\_\_\_

**Were you an exhibitor last year / Do you want the same space?** \_\_\_\_\_

**THE DEADLINE IS AUGUST 12, 2022.** Vendor hereby requests permission to display and sell the products listed above. Vendor understands that DRC and Party on the Pavement, reserves the right to approve any product/item a vendor may wish to sell or dispense as well as limit the number of concessions selling the same products. Vendor may not bring items to the festival unless previously approved. On the day of the Festival, DRC staff and POP volunteers will be monitoring compliance.

I have read and understand and will abide with Party on the Pavement 2022 general information, procedures, rates, and conditions.

**By signing this application, I acknowledge that the festival is subject to various weather conditions and state and federal safety and health regulations. No refund of application fees. Booths must remain open until closing.**

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please Print Name:** \_\_\_\_\_

**The above named has read and understands the general information, procedures and conditions and seeks admission as a concessionaire.**

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**Saturday, September 17, 2022**  
**Affirmation & Liability Release**

I, \_\_\_\_\_, hereby affirm that I have been well advised and thoroughly informed of the inherent hazards and policies of the event. I know that by participating in the 2022 Party on the Pavement Festival, I am exposing myself to certain known and unknown liabilities in my direct and indirect actions with the public and invitees of this event. I also understand that if I choose to hire help for the event, that I am directly responsible for their actions or injury. I hereby personally assume all risks associated with my voluntary participation in this event for any harm, injury or damage that may befall me or any employee or temporary help, because of my participation, whether foreseen or unforeseen.

I understand and agree that Downtown Racine Corporation, located in Racine County in the state of Wisconsin, their members and/or directors and officers may not be held liable in any way for any occurrence in connection with my participation in the 2022 Party on the Pavement Festival that may result in injury, death, or other damages to me or my family, heirs, or assigns, and in consideration of being allowed to participate in this event, I hereby personally assume all risks in connection with said event for any harm, injury, or damage that may befall me, including all risks connected therewith, whether foreseen or unforeseen; and further to save and hold harmless said event and persons from any claim by me, or my family, estate, heirs, or assigns arising out of my participation in this event.

I further state that I am of lawful age and legally competent to sign this affirmation and release, or that I have acquired the written consent of my parents or guardians; that I understand the terms herein are contractual and not a mere recital; and that I have signed this document of my own free will.

It is my intention by this instrument affirmed by my signature below to exempt and release Downtown Racine Corporation, the Party on the Pavement Festival and their members, directors, and officers from all liability whatsoever for personal injury, employer's liability and workers' compensation, property damage or wrongful death arising out of or during my participation in this event.

**I HAVE FULLY INFORMED MYSELF OF THE CONTENTS OF THIS AFFIRMATION AND RELEASE BY READING IT BEFORE I SIGN IT.**

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**Exhibitor/Vendor Name**

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**Signature of Participant**

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**Date**

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**Print Name**