



## **Merchandise Vendors Policies**

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Please read this document carefully; it is part of your agreement with Life Promotions for the right to enter Lifest as a vendor. By signing the application, you are agreeing to the terms and conditions stated here. If you have any further questions, please contact Carla Frieders at (800) 955-5433 or [cfrieders@lifepromotions.com](mailto:cfrieders@lifepromotions.com)

### **Schedule**

Registration will begin on Wednesday, July 7<sup>th</sup> at 8:00am  
Set up must be complete by 5:00pm

### **Hours of Operation**

Wednesday	5:00pm – 8:00pm	9:00pm – 11:00pm (reopening is optional)
Thursday	9:00am – 8:00pm	9:00pm – 11:00pm (reopening is optional)
Friday	9:00am – 8:00pm	9:00pm – 11:00pm (reopening is optional)
Saturday	9:00am – 8:00pm	9:00pm – 11:00pm (reopening is optional)
Sunday	9:00am – 2:00pm (optional)	

## **New in "2010"**

**\*Marketplace will open earlier than years past, we will open at 9:00am.**

**\*Marketplace will close every evening from 8:00pm – 8:45pm for the keynote speaker, it will reopen at 9:00pm. Reopening is optional.**

**\*Due to the amount of attendees planned for Sunday worship, if you do not intend on opening Sunday and are planning on leaving, you will need to be off the grounds by 9am.**

### **Financial Details**

1. A \$625 deposit per booth is required with the attached application
2. All Merchandise vendors are required to pay 25% commission on adjusted gross sales (gross sales less sales tax) after \$2,500 in merchandise, you will not need to pay any more at the end of the event. Vendors selling merchandise are responsible to collect and pay any required state taxes. Sales tax that is collected by you is not subject to the 25% commission paid to Lifest
3. You will receive two full event tickets or eight one day tickets, to be used for those who work at your booth. A limited number of additional tickets are available at the discounted rate of \$60 for full event access or \$35 for one day access (see application)
4. You are required to fill out a daily income report that will be submitted on the last day of the festival. Even if you don't meet \$2,500 in sales, you still need to fill out the reconciliation sheet. If you leave the festival without checking in with festival management, you will not be invited to return.
5. Vendors are responsible for providing their own change and start up money
6. If you cancel for any reason on or before May 1, 2010, you will forfeit half of your deposit. There will be no refunds for cancellations after that date.
7. Wireless High Speed Internet Connection is available for \$20 (Card not provided)
8. Camping is available for \$60 for primitive site or \$210 for an electric site
9. Vendors located in the Marketplace will be charged **\$35 per outlet** for electricity.
10. Any vendor selling merchandise will need to check to see if they will need a Wisconsin temporary selling permit at the website below.  
<http://www.dor.state.wi.us/html/temevent.html>, if you do and don't already have one you will need to register there. Life Promotions will need proof of your selling permit number.

### General Information

1. Merchandise vendors will be located in the Marketplace Central which will be in the Sunnyview Expo Building
2. Vendors will be placed within Marketplace based on the date of the application
3. Merchandise sales are only allowed at Merchandise vendor booths (no food items are allowed)
4. The information distributed at your booth is to be about your organization exclusively
5. Booth space is approximately 8' wide by 8' deep. (Booth size may vary slightly depending on need and availability) The height at rear of the booth not to exceed 8'.
6. The sale of CD's, cassettes and other forms of music are regulated by Lifest. Lifest reserves the right to appoint the provider of artist merchandise and music. Artists will be marketing their own merchandise in the Artist Merch area. Please contact the office if you are interested in this option.
7. Lifest has exclusive rights to the sale of glow products
8. Lifest reserves the right to deny sales of certain items to encourage diversity
9. **Sunday hours are 9am to 2pm, these hours are not mandatory. However, if you do not plan on remaining open on Sunday, you must move out before 9:00am or you will need to wait to leave after the Sunday worship service which will be starting at 11am so that you are not a distraction during the service and final concert.**
10. Please provide your web address on the application if you are interested in promoting your organization and we will place it on our website.
11. The name of Lifest and/or Life Promotions is not to be used or affiliated with your organization in any way
12. Lifest management reserves the right to approve or remove literature or material at their discretion
13. Equipment, tents, skirting, signage and displays are the responsibility of each vendor. Each vendor in the marketplace will receive one 8' table and 2 chairs. Please see the application to rent extra tables if needed (\$10 per table) **Important: Oshkosh Fire Code requires all table cloths to be fire resistant.**
14. Only one loading pass is given per vendor. These passes are temporary parking during delivery only. After delivery, vehicles need to be parked in the designated areas.
15. Each vendor needs to submit items intended for sale, including prices, at the time of the application. Prices cannot be changed at the event.
16. Distribution of information is allowed within the confines of your booth space only. Banners, flyers, posters, and other materials promoting your organization are NOT to be posted anywhere on the festival grounds other than within your booth.
17. Lifest Management reserves the right to assign all vendor locations
18. If music is played at your booth, please keep it at a level that does not interfere with vendors or activities
19. Neither Lifest or Sunnyview Expo Center are responsible for any lost, stolen, or damaged property belonging to any vendor for any reason
20. All booth areas must be kept reasonably clean and clear of clutter
21. If there is any unlawful behavior occurring at your site during the course of the festival, Lifest security will report it immediately to the proper authorities.