



VENDOR CONTRACT

Recitals:

- A. The Wausau Hmong New Year will be held on November 9th and 10th, 2024 at the Expo Center, **10101 Market St, Rothschild, WI 54474 from 7am to 10pm.**
- B. The Wausau Hmong New Year, Inc. to contract with the Vendor for the purpose of providing merchant products within the facility during the New Year.
- C. The Wausau Hmong New Year, Inc. and Vendor will enter into a contract that describes the terms and conditions for the Vendor's provision of the booth.

Vendor Registration

- a. Non-food Vendor registration is taken on a first-come, first serve basis, and does not guarantee booth location.

Vendor Charges

- a. In exchange for rights to operate a Booth at the Wausau Hmong New Year, the Vendor agrees to pay the Wausau Hmong New Year, Inc. a fee of **\$400.00 plus \$100.00 in security deposit for all merchandise booths. An additional \$50 will be added if you use an electric outlet.**
- b. In exchange for rights to operate a Booth at the Wausau Hmong New Year, the Vendor agrees to pay the Wausau Hmong New Year, Inc. a fee of **\$400.00 plus \$100.00 in security deposit for all boba tea/drink/ice cream booths.** Additionally, there is a **mandatory \$50 fee** for electrical outlet usage.
- c. In exchange for rights to operate a Booth at the Wausau Hmong New Year, the Vendor agrees to pay the Wausau Hmong New Year, Inc. a fee of **\$500.00 plus \$100.00 in security deposit for the photo booths.** Additionally, there is a **mandatory \$50 fee** for electrical outlet usage.
- d. The Wausau Hmong New Year, Inc. serves the right, within 30 days of the acceptance of this contract to communicate with all Vendors.
- e. Vendor (except food vendor) must submit the registration form along with the security deposit, and half of the **registration fee by September 1st 2024.** All remaining fees will be due by September 15th. Vendor that submit late registration will be charged an additional **\$25.**

Compliance with Rules and Regulations

- a. As part of this contract, the Vendor acknowledges that it is aware of the Rules and Regulations adopted for the use of the facility and agrees to abide by such Rules and Regulations that currently exist at the time of the Vendor provision of the **Booth at the Facility.**
- b. Vendor must comply with the guideline, or they may be asked to leave without refund.
- c. Vendor must inform the Wausau Hmong New Year, Inc., of any injuries within their booth.
- d. Vendor cannot transfer the contract to other Vendor without approval from the Wausau Hmong New Year Committee.
- e. Vendor with late registration must contact the Wausau Hmong New Year Committee for approval.



Equipment and Amenities

- The amenities and equipment located within the facility shall remain at their present locations and shall not be removed or relocated by the Vendor at the time during the use of the facility.

Associate/Vendors Responsibilities

- a. Vendor is responsible for cleaning their areas during the New Year and at the end of the New Year; this includes responsibility for the vendor's trash, racks, paper materials, containers, supplies, and food, etc. The security deposit will not be refunded if the stand area is unclean, damaged, or left with trash;
- b. Vendor is responsible for any broken, missing, and damaged property by them or their associates;
- c. Vendor using tents or racks must have a rubber or plastic base to avoid damaging the floor;
- d. Vendor is responsible for their belongings, supplies, and personal property. The WAHNY and its committees are not responsible for any stolen, missing or damaged vendor property.

Wausau New Year, Inc. Responsibilities

The Wausau Area Hmong New Year, Inc. will be responsible for:

- i. Publicizing the Wausau New Year event;
- ii. Providing overall management and coordination of the day's event;
- iii. Providing 1 table and 2 chairs;
- iv. Providing location and direction of where each vendor's location is at;
- v. Providing a 10ft space;

Events of Default

- a. Vendor utilizes the facility in ways other than those stated;
- b. Vendor fails to comply with any provision of this contract other than those stated on the contract.

In addition to the Events of Default, should the Vendor perform the actions listed below, the contract between the Wausau Area Hmong New Year, Inc. and the Vendor will be terminated, resulting in the closure of their booth.

- a. If Vendor or anyone associated with the Vendor verbally or physically abuses anyone at the New Year;
- b. If the condition within the booth is unsafe or unsanitary;
- c. If illegal narcotics are found in the booth;
- d. If Vendor serves or has alcohol in the booth;
- e. If Vendor is found selling toy guns, knives, and other items considered dangerous or against the facility rules;
- f. If Vendor (non-food vendor) is found selling ready-to-eat food/water, they may be asked to leave without receiving a refund.

Cancellation/Termination

- a. The Wausau Area Hmong New Year reserves the right to cancel, reschedule, or adjust for the event. If WAHNY cancels the event, the Vendor will receive a full refund;
- b. If Vendor cancels their registration after the deadline, September 1st, only the security deposit and optional electrical outlet fee will be refunded, but not the registration fee.



- c. However, if the Vendor does not cancel, the security deposit will be refunded within 90 days after the New Year;
- d. The Wausau Hmong New Year, Inc./New Year Committee serves the right to terminate the contract if the Vendor or its representatives refuse to cooperate with members of the New Year Committee, fail to pay the registration fee or security deposit, or violate any provisions of this policy;
- e. The Wausau Hmong New Year, Inc. reserves the right to refuse the Vendor for future participation.

Registration Deadline

- a. The registration deadline is due **September 1st**. Exceptions require approval. All late registration is subject to a \$25.00 charge for non-food vendors if spaces are still available.
- b. All **payments** are recommended to be done online with the link/QR code below with the registration form mailed to:

wausauareany@gmail.com

OR

Wausau Area Hmong New Year, Inc.
1819 Rosecrans St, Wausau 54401.

Merchandise Online Payment:	Drinks/Ice Cream Booth Online Payment:
https://www.zeffy.com/en-US/ticketing/11a00650-8a68-42fe-bfb2-0ce75a78c729 	https://www.zeffy.com/en-US/ticketing/ddce0760-6f13-4d34-a4e5-25cc71dc6616 
Fruit Booth Online Payment:	Photo Booth Online Payment:
https://www.zeffy.com/en-US/ticketing/b5f843f6-1486-4705-8fe2-8ebbed236907 	https://www.zeffy.com/en-US/ticketing/ddce0760-6f13-4d34-a4e5-25cc71dc6616 

- c. A money order or cashier's check can be accepted for payment. *No personal checks allowed.*



Booth Information

Each booth includes a 10-foot area and table provided by WAHNY. Registration fees and security deposits are as described:

Merchandise & Fruit/Vegetable Vendors - \$500 or \$550

- **Unlimited merchandise booths available**
- **Only 2 fruit booths are available**
- \$400 for registration fees
- \$100 security deposit
- \$50 optional electrical outlet

Drinks/Ice Cream Vendors - \$550

- **3 booths are available**
- \$400 for registration fees
- \$100 security deposit
- \$50 required for electrical outlet

Photography Vendors - \$650

- **3 booths are available**
- \$500 for registration fees
- \$100 security deposit
- \$50 required for electrical outlet

Set-Up **READ CAREFULLY******

- a. Set-up will be on Friday (**November 8th, 2024 from 12 pm-6 pm**). If you arrive after 6 pm, you will not be able to set up until Saturday at 7:30 am.
- b. If Vendor fails to set up by **Friday (November 8th, 2024 at 6 pm)**, and/or additional time is needed, the vendor will be charged additional if the Central Wisconsin Convention and Expo Center charges the Wausau Area New Year, Inc.
- c. **DO NOT DRIVE into the BUILDING**. If you do and the floors crack, you will be responsible for replacement costs.



VENDOR CONTRACT

Booth Type (Please Select One):

Merchandise	Fruits/Vegetables	Drinks/Ice Cream	Photo
<input type="checkbox"/> A1 (NO Electric Outlet) \$400 booth fee \$100 security deposit Total: \$500	<input type="checkbox"/> B1 (NO Electric Outlet) \$400 booth fee \$100 security deposit Total: \$500	<input type="checkbox"/> C1 \$400 booth fee \$50 electric outlet fee* \$100 security deposit Total: \$550	<input type="checkbox"/> D1 \$500 booth fee \$50 electric outlet fee* \$100 security deposit Total: \$650
<input type="checkbox"/> A2 (With Electric Outlet) \$400 booth fee \$50 electric outlet fee \$100 security deposit Total: \$550	<input type="checkbox"/> B2 (With Electric Outlet) \$400 booth fee \$50 electric outlet fee \$100 security deposit Total: \$550	*Required fee	*Required fee

Amount owe to WAHNY: _____

Please list all items that you will display at the booth. These items are subject to approval by the WAHNY committee. Any unlisted items may be cited/removed at the vendor's expense. Prohibited items which are not allowed to be sold include: toy/candy guns, knives, and other items considered dangerous.

List Items that will be at the booth:



Business/Vendor Name:		
First:	Last:	
Mailing Address:		
City:	State:	Zip:
Primary Phone:	Secondary Phone:	
Email:		

****Upon completion of the New Year Celebration, your area will be inspected and evaluated. Once your space is cleaned, cleared, and inspection has passed, your security deposit will be refunded within 90 days. ****

Terms of Agreement

I have read and understand the policy and agree to comply with the WAHNY guidelines and policies in relation to Vendor and general attendance. I understand that my stand area must be clean by the end of the New Year, or the registration fee will not be refunded. I also understand that I do not have a guarantee for the stand area I am requesting due to the first-come, first-served registration process. I certify that all the information provided in this application is true, and I understand that any omission or misrepresentation of facts may result in the revocation of the booth and all associated rights and privileges.

Vendor:	Date:
By:	
Wausau Area Hmong New Year, Inc.	Date:
By:	



Registration deadline is September 1, 2024

Please submit your registration form along with the fee and security deposit to:

Wausau Area Hmong New Year, Inc.
1819 Rosecrans Street, Wausau, WI 54401

or

wausauareany@gmail.com

To be completed by New Year Committee:

Booth number: _____
Will be assigned by Wausau Area New Year Committee