

# **Wheels & Wings, Inc.**

## **2023 Event Rules and Requirements**

### **HOURS OF OPERATION**

Vendor Set-up:	Friday, Sept. 8, 2023, evening, with prior arrangement Saturday, Sept. 9, 2023, from 6:30 a.m.-8:30 a.m.
General Gate Hours:	Saturday, Sept. 9, 2023, from 8 a.m. -2:00 p.m.
Booth Vendor Hours:	Saturday, Sept. 9, 2023, from 8:00 a.m. -2:00 p.m.
Food Vendor Hours:	Saturday, Sept. 9, 2023, serving by or before 8:30 a.m -2:00 p.m.

All exhibitors are required to have their booth staffed and operating during vendor hours.

### **CANCELLATION POLICY**

The Vendor acknowledges and understands that the success of this event is dependent on numerous factors, such as the weather, performer cancellations and public apathy, all of which are beyond the control of the Promoter. As such, the Vendor acknowledges that the Vendor fee is non-refundable.

### **DEADLINES**

Application and payment must be completed and received by July 15, 2023 as well as agreeing to the rules and requirements of this event. Proof of insurance and local food licensing must also be turned in by July 15, 2023, or the vendor is subject to loss of their booth space.

### **SOLICITATION**

Vendors must confine their business and its promotions to the location specified designated to them. Obstructing passageways, with display, product or signage, is not permitted. Advertising your product in the parking lots is not allowed. You will be asked to remove it or you will be charged. No one, including vendors, will be allowed to stroll the grounds distributing any merchandise, promotional items or materials. Exceptions must be authorized by the Wheels & Wings committee.

### **SECURITY**

Booths should never be left unattended during the time the event is open to the public. By entering into this vendor agreement, the vendor agrees that Wheels & Wings, Inc. is not responsible for any vendor items, equipment or supplies which are lost, damaged or stolen before, during or after regular event hours. The vendor further agrees that such loss includes loss due to rain, weather or acts of nature.

### **VEHICLES**

No vehicles will be permitted on the grounds after 8:00 a.m.. Excluding handicapped vehicles, the use of wheeled transportation (such as bicycles, golf carts, motor scooters, and all-terrain vehicles) inside the airport grounds during event hours, will not be allowed unless they are official Wheels & Wings, Inc. authorized vehicles. Exceptions must be authorized by the Wheels & Wings Committee.

## **PRODUCT APPROVAL**

Vendors must submit a list of all items to be sold, displayed, advertised, promoted or demonstrated on their application. Any item not authorized per application is subject to removal at the Committee's discretion. All items must be appropriate to the family atmosphere of the event. If any item is found to be inappropriate, it will be removed. Because this event is on Village of Osceola property, the "message" is required to be non-political. No weaponry will be allowed on the premises. This includes replicas, toys and real weaponry such as guns, knives and swords.

## **INSURANCE**

All vendors must provide a Certificate of Insurance giving proof of not less than \$500,000 in Liability Insurance. The certificate must name Wheels & Wings, Inc. as the Certificate Holder. By entering into this vendor agreement, Wheels & Wings, Inc. assumes no responsibility for any accident, injury, or mishap which may befall vendors, their employees and/or customers. Please include certificate of insurance with your application or e-mail it to [WheelsandWingsOsceola@gmail.com](mailto:WheelsandWingsOsceola@gmail.com) the no later than July 15, 2023.

Wheels & Wings, Inc.  
P.O. Box 271  
Osceola, WI 54020

## **TAX REPORTING**

The vendor understands that they are solely responsible for calculating and reporting to the Internal Revenue Service and the Wisconsin Department of Revenue all taxes arising from the sale of taxable items at the Wheels & Wings event.

## **OTHER**

The vendor may not change the food and/or beverage items or vendor product listed on permit and/or application without prior authorization.