



2014 Wisconsin Highland Games
August 29 - 31, 2014
 Waukesha County Expo Center
 1000 Northview Road
 Waukesha, WI 53188

Wisconsin Scottish Inc.

MERCHANDISE VENDOR SITE RESERVATION FORM

PLEASE PRINT LEGIBLY:

Vendor Name: _____

Owner/Proprietor Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Home/Business Phone: _____ Cell Phone: _____

E-mail: _____ Fax Number: _____

Description of goods sold: _____

SITE RESERVATION PREFERENCES: INSIDE BUILDING: _____ OUTSIDE: _____

The following rental rates are for vendors of Celtic merchandise:

Size	Quantity	Price	Total	Included Admission
10 x 10	_____	\$250 =	_____	2 Wristbands/2 Parking
10 x 20	_____	\$350 =	_____	3 Wristbands/3 Parking
10 x 30	_____	\$400 =	_____	4 Wristbands/4 Parking
20 x 20	_____	\$450 =	_____	4 Wristbands/4 Parking
20 x 30	_____	\$500 =	_____	5 Wristbands/5Parking
Chairs	_____	\$5.00 =	_____	
8 ft. Tables	_____	\$15.00 =	_____	
Electrical	_____	\$50.00 =	_____	

TENT RENTAL THROUGH WI SCOTTISH:

Size: 10 x 10 \$155.00 10 x 20 \$230.00 20 x 20 \$270.00 10 x 30 \$295.00

If you want 4 tent sidewalls add \$135.00

The following rental rates are for commercial vendors promoting a business or selling non-Celtic products:

Size	Quantity	Price	Total	Included Admission
10 x 10	_____	\$350 =	_____	2 Wristbands/2 Parking
10 x 20	_____	\$500 =	_____	3 Wristbands/3 Parking
10 x 30	_____	\$600 =	_____	4 Wristbands/4 Parking
Chairs	_____	\$5.00 =	_____	
8 ft. Tables	_____	\$15.00 =	_____	
Electrical	_____	\$50.00 =	_____	

RV CAMPING: On Site RV camping is available for \$31 per night with electrical and water hook-ups. Showers on site.

Number of RV Sites: _____ x \$31 x number of Nights _____ = _____

Arrival Date: _____ Departure Date: _____

Preferred electrical hook up: 20 Amp 30 Amp 50 Amp (no guarantee of amperage)

ADDITIONAL STAFF PASSES:

Each vendor receives a set amount of admission and parking passes based on size of space. Additional passes **may be purchased in advance (must be purchased by Aug. 15)** at the following rates:

Daily Pass: \$6 x _____ Quantity = \$_____ Total

Day Parking Pass \$2 x _____ Quantity = \$_____ Total

TOTAL CHARGES:

Site and Equipment Charges: \$_____

RV Camping Charges: \$_____

Additional Staff Passes: \$_____

Tent Rental Fee through WI Scottish: \$_____

Plus Late Fee or Minus Early Bird Fee: \$_____

TOTAL ENCLOSED: \$_____

There is a \$50 Early Bird Discount for reservations & payment made before **June 15, 2014.**

There is a \$100 Late Fee for applications received after **August 15, 2014...no exceptions, no excuses!**

Make all checks payable to Wisconsin Scottish Inc.

Mail to: Waukesha County Expo Center
1000 Northview Road
Waukesha, WI 53188

Contact: Teri Adlam – Expo Center Manager – 262-548-7202 Fax 262-521-5032
tadlam@waukeshacounty.gov

SPECIAL REQUESTS: _____

INSURANCE REQUIREMENTS:

Each vendor must provide us with an ACORD Certificate of Insurance. You must meet the following requirements:

BODILY INJURY: Not less than \$300,000.00 each person. Not less than \$500,000.00 each accident.

PROPERTY DAMAGE: Not less than \$20,000.00 each accident.

CERTIFICATE OF INSURANCE shall firmly obligate the carrying company to give to the Manager written notice then (10) days in advance of any reduction in the amounts of liability or cancellation of the policy.

The insurance coverage must include move-in and move-out dates.

Certificate Holder must be typed on certificate:

WI Scottish Highland Games and Waukesha County Exposition Center
1000 Northview Rd
Waukesha, WI 53188

Under additional insured it should read:

“Waukesha County, its boards, commissions, agencies, officers, employees and representatives are names as additional insured’s.”

EVENT INFORMATION:

On Site Contact: _____ Cell Phone: _____

Move In: Vendors must check in at Arena Building Door 3 for site location and vendor packet.

Vendors may move in on Friday Aug. 29 from 9 am to 5 pm. NO MOVE IN AFTER 5 PM on Friday because event is open to the public at that time and the Opening Ceremony will be taking place. No Exceptions.

All vehicles must be out of the vendor area and in a designated parking spot by 5 p.m.

Move in on Saturday August 30th from 7 a.m. – 9.a.m. All Vehicles off grounds by 8:45 a.m.

Vehicles are not allowed to be kept at vendor tent during the event. They must be parked in designated parking lot. Vendors are not allowed to sleep in their merchandise tent.

Move Out:

Vehicles are not allowed to enter the grounds for move out on Sunday until after 6 p.m. The pub tent will be open until after 9 pm, so great care must be taken when driving to your vendor area.

EVENT HOURS:

Friday: Opening Ceremony and Concert 5 pm – 10 pm

Saturday: 9 am – 6 pm Pub tent open until 10 pm

Sunday: 10 am – 5 pm Pub tent open until 9 pm

Vending space is available in the Arena Friday night at no charge. Please indicate if you would like to vend Friday night: Circle One: YES NO Number of tables needed _____ (no charge)

MERCHANDISE VENDORS ARE PROHIBITED FROM SELLING OR PRODUCT SAMPLING ANY FOOD OR BEVERAGE PRODUCTS WITHOUT WRITTEN PERMIT FROM EXPO CENTER.

CONTACT TERI ADLAM – EXPO MANAGER BY **AUGUST 1 TO REQUEST PERMISSION FOR PACKAGED FOOD/BEVERAGE SALES OR SAMPLING. 262-548-7202 tadlam@waukeshacounty.gov**

Would you like to donate merchandise or a gift certificate to our silent auction, it is tax deductible.

_____ YES _____ Not this year.

PROGRAM ADS: Are you interested in an ad in the official program? You may include a coupon to your booth.

_____ \$200 Full Page Ad 5" w x 8"h

_____ \$100 ½ Page vertical ad 2.5"w x 8h

_____ \$100 ½ Page horizontal ad 5"w x 4'h

_____ \$ 50 ¼ Page vertical ad 2.5"w x 4"h

_____ \$ 50 ¼ Page horizontal ad 5"w x 2"h

All ad payments and artwork must be received by **July** 15, 2014. All ads must be high-resolution camera-ready artwork (such as Photoshop, vector or jpeg files). Send artwork as a jpg/pdf file to: Program Coordinator, programs@wisconsinscottish.org.