5/17/17

Dear Vendors and Community Organizations:

Welcome to Silver City’s 6th Annual InterNational Festival. The event - to be held on Saturday, September 9th, 2017 from 12:00pm-5:00pm - celebrates the rich cultural diversity of the Silver City neighborhood. Now in its sixth year, the Silver City InterNational Festival will offer attendees the opportunity to “travel the world” along National Avenue between South 33rd and 35th Streets as they sample ethnic cuisine from countries spanning the globe while also enjoying live art performances and displays from local businesses. Last year the event had over 2,000 attendees from the Silver City community and across Milwaukee. We are anxiously looking forward to even greater success at this year’s event and would greatly appreciate any support from you and your business.

You will find enclosed a copy of the Vendor/Exhibitor application and contract agreement for the 2017 Silver City InterNational Festival. Please complete, sign and return both forms for approval by mail. You will then be sent a copy of the approved contract along with:

1) Your exhibit permit issued by Layton Boulevard West neighbors, Inc.
2) Map of the festival area with your booth location number

Application will be returned if sent without signature and appropriate fees.

To ensure your participation, please return forms to:

Layton Boulevard West Neighbors
Attn: Gisela Ortega
1545 S Layton Boulevard
Milwaukee, WI 53215

If you have any further questions, please feel free to contact Gisela Ortega directly at gisela@lbwn.org or (414) 385-5336.

Looking forward to our partnership and another successful year!

Sincerely,

Gisela Ortega
Community Outreach Manager
Layton Boulevard West Neighbors, Inc.
Marketplace Fees

Layton Boulevard West Neighbors, Inc. reserves the right to allocate space based on availability and a FIRST COME FIRST SERVED BASIS.

- Limit to thirty five (35) merchandise booths will be allowed on the grounds.
- Limit to twenty five (25) exhibitors will be allowed on the grounds.

Layton Boulevard West Neighbors reserves the right to allocate space based on cuisine.

- Limit to fifteen (15) food vendors will be allowed on the grounds.
  - Applications are subject to review and do not guarantee your participation.

Prices reflect the price of one booth; more than one space may be purchased (for merchants and exhibitors only). We will not be able to hold booth space for you unless the payment is made in full along with your application and signed contract.

Prices for booths space are listed below:

- **Merchandise Booth Rental includes:**
  - 10’ X 8’
  - 1 table
  - 2 chairs
  - Extra tables are available for $15 each

- **Exhibitor Booth Rental includes:**
  - 10’ X 8’ space
  - 1 table
  - 2 chairs
  - Extra tables are available for $15 each

- **Food Vendor Booth Rental includes:**
  - 20’ X 8’ space
  - 1 tables
  - 2 chairs
  - Extra tables are available for $15 each

### Market Place Fees Schedules

<table>
<thead>
<tr>
<th>Category</th>
<th>Rental fee per booth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Merchandisers</td>
<td>$40.00</td>
</tr>
<tr>
<td>Exhibitors (501C3status) (non-selling)</td>
<td>$20.00</td>
</tr>
<tr>
<td>Food Vendors</td>
<td>$85.00</td>
</tr>
</tbody>
</table>

Table covering is not included in booth rental, however it is required. You will receive additional setup information 2 weeks before the festival. Additional booths are not discounted and are assigned based upon registration receipt date. Booth reservations after the deadline date are based on availability.
Vendor Application

Please read carefully. Complete and return with full payment to: Layton Boulevard West Neighbors, 1545 S. Layton Blvd. Milwaukee WI 53215. Please keep a copy for your records. Layton Boulevard West Neighbors, Inc. has the right to allocate space based on availability. Layton Boulevard West Neighbors, Inc. reserves the right to reject this application if sales or exhibit items do not fall within the Festival guidelines of appropriate displays (please see enclosed contract). If application is not accepted, applicant will be notified immediately and payment returned.

Please specify:
☐ Merchandise
☐ Exhibitor
☐ Food Vendor

Company/Organization Name__________________________________________

Contact Person _________________________________ Day Phone _________________________________

Mailing Address __________________________________ Fax _________________________________

City ___________________ State _____ Zip ________ Evening Phone _________________________________

Email _________________________________ Cell # _________________________________

Please give a general description of items to be sold, displayed or type of service:

Ethnic culture(s) your products most closely represent:

REPORT TIME: 9:30 a.m. - 11 a.m.
EVENT: 6th Annual Silver City InterNational Festival
DATE: September 9, 2017
PLACE: National Avenue from 33rd to 35th Streets

TERMS OF PAYMENT

Full Payment is required with application form. Refunds for registration may be requested, but a $10 handling fee will be deducted. No refund will be made after August 26, 2016 for booth cancellation. Make checks payable to Layton Boulevard West Neighbors.

<table>
<thead>
<tr>
<th>Category</th>
<th>Fee per booth before (8/26/16). An extra $25 will be charged after (8/26/16).</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Merchandiser</td>
<td>$40.00</td>
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<td>$85.00</td>
</tr>
<tr>
<td>☐ Extra Tables</td>
<td>#_____ x $15</td>
</tr>
</tbody>
</table>

Payment: ☐ Cashier’s Check/Money Order ☐ Bank Check ☐ Corporate Check

Please complete application and mail with contract and payment by 8/26/16 or prior.
AGREEMENT BETWEEN
LAYTON BOULEVARD WEST NEIGHBORS, INC.
AND

Your name or business name

Rules and Regulations

The rules and regulations below have received the approval of local authority. The rules and regulations are applicable to all vendors, exhibitors and all business participants who have purchased or are occupying Layton Boulevard West Neighbor’s booth space. All participants are asked to follow and respect the following rules and regulations to ensure that Silver City’s International Food & Art Walk will be an enjoyable and safe event for vendors and attendees.

Article 1. GENERAL RULES
   a. **NO REFUND** will be made after August 04, 2017 for booth cancellation.
   b. Vendors/exhibitors will be discharged from the event by local police for failure to follow rules.
   c. Layton Boulevard West Neighbors reserves the right to deny this application if sales and exhibit items do not fall within event guidelines and regulations.
   d. Layton Boulevard West Neighbors reserves the right to inspect Vendor’s premises during the term of this agreement for compliance with these provisions and shall have the right to request and/or cause the removal of any items which Layton Boulevard West Neighbors determines, in its sole discretion, may be a violation of these provisions. In the event that vendor does not immediately cure such violations, Layton Boulevard West Neighbors shall have the right to expel vendor pursuant to Vendor rules and regulations.
   e. Layton Boulevard West Neighbors assumes no responsibility for damage or theft to merchandise, personal belongings and/or loss of profits with no exceptions to any cause.

Article 2. RESTRICTIONS
   a. Vendors are allowed to sell only what has been reported to and approved by the Vendor/Exhibitor Coordinator.
   b. No weapons are allowed to enter the event areas.
   c. Alcohol, illegal drugs, and any items resembling guns or knives are forbidden to be sold at the event.

Article 3. VENDORS/EXHIBITORS RESPONSIBILITIES
   a. Vendors/exhibitors are responsible for garbage or trash that they and their customers generate.
   b. Vendors/exhibitors are responsible for keeping their booth area clean at all times while the event is taking place.
   c. Vendor will obtain all licenses and permits that are required by any public authority for sale of any of the Products.

Article 4. BEFORE LEAVING THE FESTIVAL.
   a. Booths must be taken down completely.
   b. Booth area must be free of trash.
   c. Before leaving the festival, vendors must have their booth area checked by a Layton Boulevard West Neighbors representative.

I understand the rules and regulations involved in submitting this application, and by signing it, I agree to the terms and rules and regulations of this contract.

Vendor/exhibitor’s signature: __________________________________________ Date: ________________

Layton Boulevard West Neighbors: __________________________________________ Date: ________________