

UFO Days – Elmwood, WI
Outdoor Craft & Vendor Fair Registration Form
July 24–26, 2026

VENDOR INFORMATION

Full Name: _____

Business Name: _____

Phone Number: _____

Email Address: _____

Mailing Address: _____

BOOTH DETAILS

Number of 10'x10' Spaces Requested: _____

Cost per Space: \$25 Per Session

Please mark which session you are interested in vending:

- Friday Night Session:** 5:00 PM – 10:00 PM (July 24th)
- Saturday Morning Session:** 9:00 AM – 2:00 PM (July 25th)
- Saturday Evening Session:** 5:00 PM – 10:00 PM (July 25th)
- All three sessions**

Total Amount Enclosed: _____

Payment Method: Check Money Order Pay Online

Pay Online at:

EVENT DETAILS

Friday Night Session: 5:00 PM – 10:00 PM (July 24th)

Saturday Morning Session: 9:00 AM – 2:00 PM (July 25th)

Saturday Evening Session: 5:00 PM – 10:00 PM (July 25th)

Setup Begins:

7:00 AM (Saturday Morning Session)

2:00 PM (Friday Evening Session)

***If you are not staying the full day on Saturday, there is only an hour for setting up for Saturday evening and parking is incredibly limited. You will need to drop off your items quickly and then remove your vehicle. We will contact you separately regarding this set up arrangement. As a note, priority is given to vendors staying for the full event.

You are welcome to arrive anytime before the event starts but you must be set up prior to the event start time. We highly encourage staying for the entire event, but if the weather is a factor, we will work with you to ensure set up/tear down is done in an appropriate manner with the least amount of disruption to other vendors/event.

IMPORTANT NOTES

- Vendors must provide their own tables, chairs, and tents
- Electricity is NOT available
- You are responsible for lighting your booth during the evening hours. Electricity will not be available, so you will need to plan accordingly.
- Multiple spaces may be requested (if available)
- Payment must be received to reserve your spot
- Vendor liability insurance is required

ADDITIONAL REQUIREMENTS

All vendors must complete a **Wisconsin Temporary Event Operator and Seller Information Form**

<https://www.revenue.wi.gov/DORForms/s-240f.pdf>

- Complete Part C (Vendor Information)
- Sign the form
- Submit with payment (or separately if paying online)
- Required for ALL vendors – no exceptions

FAQ:

- No WI Tax ID? Use last 4 digits of SSN
- Selling under \$2,000/year? See WI Occasional Sales Exemption:

<https://www.revenue.wi.gov/Pages/FAQS/Occasional-Sale-Exemption-QA.aspx>

Vendor Agreement & Liability Terms

Assumption of Risk

The Vendor acknowledges and understands that participation in the Event involves inherent risks, including but not limited to personal injury, property damage, and loss. The Vendor voluntarily assumes all such risks associated with participation in the Event.

Release of Liability

The Vendor, on behalf of itself and its employees, agents, representatives, and assigns, hereby releases, waives, discharges, and covenants not to sue the Elmwood Area Community Club (EACC), its organizers, sponsors, officers, volunteers, and agents (collectively, the “Released Parties”) from any and all liability, claims, demands, actions, or causes of action whatsoever arising out of or related to any loss, damage, or injury, including death, that may be sustained by the Vendor or its property while participating in the Event, whether caused by negligence or otherwise.

Indemnification

The Vendor agrees to indemnify, defend, and hold harmless the Elmwood Area Community Club (EACC) from and against any and all claims, liabilities, losses, damages, costs, and expenses (including reasonable attorneys’ fees), including but not limited to third-party claims, arising out of or related to the Vendor’s participation in the Event, including but not limited to claims arising from the Vendor’s products, services, or conduct.

Compliance with Rules and Regulations

The Vendor agrees to comply with all Event rules, regulations, and guidelines, as well as all applicable local, state, and federal laws. Failure to comply may result in removal from the Event without refund or recourse, at the sole discretion of the Event organizers.

Right to Refuse or Remove Vendor

The Vendor agrees to comply with all Event rules, regulations, and guidelines, as well as all applicable local, state, and federal laws. Failure to comply may result in removal from the Event **without refund of any vendor fees or recourse**, at the sole discretion of the Event organizers.

No Refund Policy

All vendor fees are non-refundable. Vendors who are removed from the Event for any reason, including but not limited to failure to comply with Event rules, inappropriate conduct, or safety concerns, will not be eligible for a refund of any fees paid.

Insurance

The Vendor is solely responsible for maintaining appropriate insurance coverage, including but not limited to general liability, product liability, and workers’ compensation insurance, as applicable. The Vendor must provide proof of insurance upon request or prior to participation in the Event.

Property Damage Responsibility

The Vendor acknowledges full responsibility for any damage caused to the Event venue, including facilities, grounds, equipment, or the property of other vendors or attendees, arising out of or related to the Vendor’s participation in the Event.

I, _____, **agree to the terms stated above regarding the UFO Outdoor Craft & Vendor Fair terms.**

Signature: _____

Printed Name: _____

Date: _____

SUBMISSION INFORMATION

Elmwood Area Community Club (EACC)

P.O. Box 10

Elmwood, WI 54740

Email: ufodayselmwood@gmail.com