JACKSONPORT 31st ANNUAL CHERRY FEST - ENTRY FORM

(Please Print Clearly)

DATE: Saturday, August 2, 2025 **PLACE: Lakeside Park, Hwy. 57, Jacksonport, WI**

DEADLINE FOR ENTRY: July 1, 2025 **QUESTIONS/COMMENTS: jhs.cherryfest@gmail.com**

EVENT:

- Cherry Fest is sponsored by the Jacksonport Historical Society. Live music, food, a fine Arts & Crafts Show, Car Show and family activities are ongoing throughout the day. Check out the Jacksonport Historical Society website at www.jacksonporthistoricalsociety.org for more information on activities.
- The official event time for Cherry Fest starts at 9:00 A.M. and will end at 4:00 P.M.

SETUP:

- Friday, August 1st: 9:00 A.M. to 4:00 P.M. & Saturday, August 2nd: 6:00 A.M. to 8:00 A.M.
- The vendor map will be posted on a picnic table towards the middle of the park.
- You may drive into the park grass during set up only – provided your space is accessible.
  - There will be no parking on the grass during the event, unless previously authorized by the Jacksonport Historical Society.
  - **Please do not drive on the paved walkway to the restrooms. This walkway is not designed to support a vehicle's weight.**
- After unloading, vehicles must be moved to the designated parking areas one block west on Hwy. V next to the Town Hall. No vehicles may be left in the park or parking lot at the park without prior authorization from the Jacksonport Historical Society. We must reserve these spaces for support to the Historical Society for deliveries and support vehicles.
- No trailers, trucks, vans or cars belonging to display personnel may be left along the highway unless previously authorized by the Jacksonport Historical Society.
- No early tear down is permitted.
- No overnight camping is allowed in Jacksonport.
- Cherry Fest Committee will provide night security beginning at 9 p.m. on Friday thru 6 A.M. on Saturday.
- 12' aisles will need to be maintained for even traffic flow and leaving enough room for emergency vehicles if needed.

ENTRIES MUST

- Please print clearly on your entry form.
- Please list your email address (if available). Most communication will be sent via email.
- Confirmation will be sent via email if possible.
- **If you do not have access to email**; send a self-addressed and stamped envelope for return of your entry
- Mail or Email three (3) photos of your work (if not entered from prior years). Those who have displayed in past shows need not send photos if you still have the same type of work**.**
- You may request a certain spot; however, we cannot guarantee any certain space. We try to spread out different vendors to similar vendors (ex. Jewelry) are not right next to each other.
- The committee has the right to fill your space by 8 A.M. on show day in your absence.
- Please call or email the Vendor Coordinator if you will be late or are unable to attend.

POLICIES:

- All work displayed must be done by the displaying artist. You may not share your booth with another artist.
- Each vendor must provide all his/her own tables, chairs and LEVELING BLOCKS for set up. Tents for cover are advised as not all spaces are shaded by trees.
- Refuse containers will be set up throughout the park. Please pick up your space – all packaging, extra boxes and food wrapping prior to your departure from the show. The Cherry Fest Committee will provide one (1) trash bag to each vendor to aid in clean up after the festival.
- NO resale items or foreign made items are permitted.
- No refunds for inclement weather. Inclement weather teardown is at your discretion.
- The Cherry Fest Vendor Coordinator has the right to ask you to leave if items do not represent your photos / wording on your entry form.
- During Cherry Fest, no vendors (those selling or promoting sales) will be allowed in Lakeside and Erskine Parks unless they have previously registered with and been approved by the sponsoring organization, the Jacksonport Historical Society (JHS).
- Roving vendors will not be permitted.
- No Smoking will be permitted in the Vendor Areas during Cherry Fest.

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FEE:

- A NON-REFUNDABLE fee of $65.00 is charged per 12 feet x 12 feet space and is due by July 1st.
  - ***After July 1st, the fee will raise to $75.00.***
- Make checks payable to the **Jacksonport Historical Society**.
- We will accept one entry fee per 12x12 space. Double spaces are available upon request.

Wisconsin Seller's Permit Number (15 numbers) 456-_____

SSN: (last 4 digits) _____ FEIN (last 4 digits) _____

If no Wisconsin Seller's Permit Number, list exemption code: _____

1 Exempt sales only or display only
2 Multi-level marketing company pays sales tax
3 Nonprofit occasional sales exemption
4 Exempt occasional sales

Vendor Name: _____

Doing Business As: _____

Vendor Phone Number: _____

Mailing Address: _____

City: _____

State: _____ Zip Code:_____

Email (Print clearly) _____

Assigned Booth Number:

(office use)

Product/Craft: _____ Repeat Vendor: _____

Number of Booths Requested: _____

How did you hear about Cherry Fest?

_____

The undersigned agrees to abide by the rules outlined and assumes full responsibility for this entry and does not hold the Jacksonport Historical Society or its members responsible or liable in any way for personal injury, property loss or damage.

Signature_____ Date_____

Return to: Jacksonport Historical Society, Attn: Mary Kaye, P.O. Box 42, Sturgeon Bay, WI 54235

FOR OFFICE USE ONLY

Check #_____ Date paid: _____ Amount Enclosed: _____

JACKSONPORT FIRE DEPARTMENT
CHIEF NATHAN LE CLAIR

3365 COUNTY RD V STURGEON BAY, WI 54235
STATION: 920.823.2488 EMAIL: nleclair.jportfd@gmail.com

Some businesses are unaware of the State Code in regards to the use of tents for roadside/farm markets, special events such as weddings, class reunions, fund raisers, fishing tournaments, etc.

Below are the requirements per NFPA I Chapter 25.

1. All tents and layouts of multiple tents must be inspected and approved by the Fire Department prior to your event and use.
2. Tents shall be permitted only on a temporary basis. Tents are to remain in place for a period of 180 consecutive days or less. All tents must comply with NFPA I Chapter 25, NFPA 101 Life Safety.
3. Vehicles used in connection with the event shall not be parked within 20' of the tent, i.e. DJ, caterer or beer distributor. All other vehicles shall not be parked within 50' of the tents unless the parking is separated by a barrier such as a curb.
4. Tents shall not be located any closer than 20' to a building.
5. Neither open flame heat nor cooking is allowed, where open to the public. Anything other than electric heat must be located outside of the tent and the heat ducted into the tent. The open flame food warmers are allowed to keep the serving dishes warm. AHJ (Authority Having Jurisdiction) has authority to require a Class K extinguisher if the fuel load and location to the tent could be a hazard. Cooking under a tent is allowed so long as the public is not allowed in the tent. Cooking operations shall comply with NFPA 1 Chapter 25 unless granted an exception. AHJ, Fire Chief or designee only will make an exception if the following requirements are met:
   (a) ABC fire extinguisher is present; Class K fire extinguisher is present
   (b) Fuel must be located 10 ft away from the tent and secured to prevent tip over.
   (c) 10 ft. clearance around the tent is provided.
   (d) Area around fuel and open area is fenced to keep public out.
6. The tent must be tagged as Flame Resistant, or a certificate must be present.
7. No smoking signs must be posted.
8. Fire Extinguishers of approved types shall be furnished and maintained in such quantity and locations as determined by the AHJ. All tents over 400 sq. ft., or multiple tents arranged to cover over 400 sq. ft., are required to have extinguishers.
9. If the tent is used after dark there must be illuminated exit signs.
10. Exit signs are required during the daytime if the tent has three or more sides.
11. Spacing shall be 10' unless not occupied by the public or exception is given by the AHJ.
12. Means of egress must be open at all times.
13. Tent stakes must be railed off, capped, or covered so as not to present a hazard to the public.
14. Jacksonport Fire Department will not provide extinguishers.
15. It is your responsibility to call the Fire Department @ 920-309-0623 for an inspection prior to the event.

Fire Chief Nathan LeClair