



FESTIVAL INFORMATION

VENDOR, PARTICIPANT,
ARTIST, MAKER,
SPONSOR &
FOOD VENDOR

Thank you for your involvement in our festival. We would like to thank all our participants for their outstanding interest in this year's festivities. Your adherence to the following requirements, timeline and guidelines will ensure a smooth operation for everyone attending.

QUICK REMINDERS

- Only registered artists, artisans, makers and food vendors may participate.
 - Vendors must supply all of their own tents, tent walls, chairs, tables, etc.
 - Single booth spaces are 10' x 10', double booth spaces are 10' x 20'. Tents larger than your selected booth area are not permitted.
 - All booths must be weighed down with a **minimum 20 lb weights PER LEG**. [40 lbs per side]
 - Vendors must supply their own weights (sandbags, water weights, etc.). Tent stakes will not work for booths as they are located on cement. FFOA is not responsible for damaged or blown over tents.
 - Electricity is NOT available. You need to provide your own generator and place behind your booth, van, truck, etc. NOT next to it
 - Load-in begins at 7:30 am on Saturday morning with food vendors at 7:05am.
 - Vendors are to unload their vehicles and move vehicles off of the festival grounds BEFORE setting up their tent.
 - Vendors must be in their booths and set up by 9:45am.
 - The event will go on rain or shine. No refunds will be given. If the festival is canceled due to severe weather, a credit of \$25 will be granted for the next Falls Festival of the Arts
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EXPECTATIONS FOR PARTICIPANTS

Please practice patience and understanding with everyone at this fun art and community festival. During set-up, the day of the event, and take-down, vendors are expected to behave respectfully toward all event staff, volunteers, their fellow vendors, and festival guests. If any vendor is observed to be disrespectful, Falls Festival of the Arts or Falls Art @ Large or Menomonee Falls Events, reserves the right to refuse participation in **subsequent events**. It is **MANDATORY** that each participant read and sign the **Falls Festival of the Arts Disclaimer & Waiver** in order to participate. The link is below.

REQUIRED FORMS

All FESTIVAL PARTICIPANTS must read, agree to and digitally sign the **Disclaimer & Waiver** to participate.

LINK: <https://forms.gle/zG8AifvKCFEzn1488>

SOCIAL MEDIA

When you post about your location and the festival, please tag **@fallsfestivalofthearts** so we may share your post too!

PLEASE FOLLOW OUR SOCIAL MEDIA [facebook and instagram]

[@fallsfestivalofthearts](#)

[@menomoneefallsevents](#)

WEBSITE <https://www.fallsfestivalofthearts.com/>

DAY OF TIMELINE

7:00 AM - Street closures begin - Menomonee Falls Police are there to help!

7:05 AM - Food Truck/ Food Vendors arrival & placement

7:30 AM - **Set up begins [Please be flexible if we need to make last minute booth adjustments]**

9:00 AM - ALL CARS OFF THE STREETS - **no exceptions/ this is a non-negotiable per our police department/** If you arrive late you will have to cart your items in with your own cart

9:45 AM/ 10:00AM Set & ready to vend - our community arrives EARLY!

5 PM- Vendors can begin to take down - NO EARLY TAKEDOWNS :) Limited vehicle access decided by the Police Department - plan to cart out as much as possible to an area not barricaded

7 PM - STREETS REOPEN!

LINK TO VENDOR LOCATIONS [by booth number, name and media]

SET UP, CHECK IN & PARKING

We have multiple locations for vendors to enter. Please find your booth number and section color for detailed information. This detailed information is in this packet.

At Check in, all VENDORS will receive a lanyard that must be worn while selling and a small sign that must be attached to the front of your tent.

FOR A BOOTH SITTER CALL 414.524.9472

Waivers will be available for you to sign when you need a volunteer to watch your booth.

FALLS FESTIVAL OF THE ARTS VOLUNTEER CONTACTS

BROOKE 414.524.9472 | LISSA 414.559.9039 | TERRA 414.719.6613

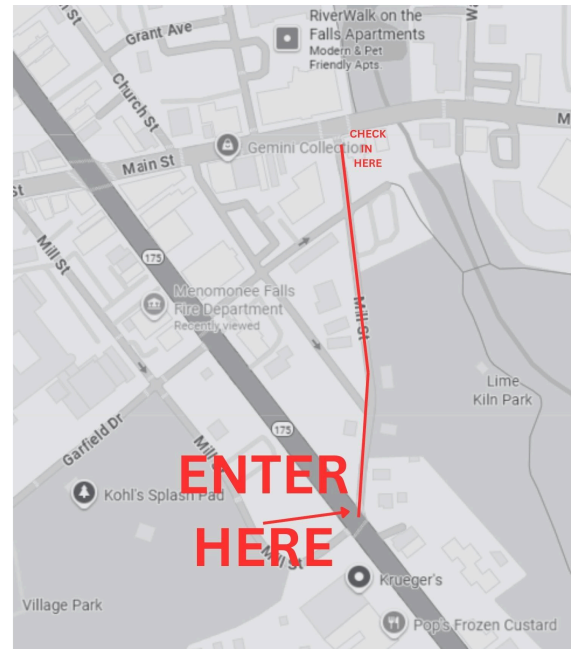
BOOTHS #1 - 19 and #100 - 107 GREEN SECTION

BOOTHS # 20 - 33 and #87 - 99 YELLOW SECTION

Enter off Appleton Ave onto Mill Road, travel north to enter the Festival Area. Cautiously make your way to your vendor location. Unload all items, including the tent and move your vehicle promptly. If you arrive late, please note ALL VEHICLES MUST BE OFF MAIN ST BY 9:00AM per the MF Police Department. Please plan ahead of time. [see map to help with your load in]

- Look for someone wearing a neon vest
- Proceed slowly to your location number
- Unload your tent and merchandise immediately upon arrival. We will have volunteers to help you unload
- Once unloaded, we need you to move your vehicle before you start to set up. There are NOT any parking passes. We have included a map for VENDORS in this packet. Park in a MF Police approved **VENDOR lot**. North Middle School is 1 block from your location and will be the closest for you to park in
- Keep your purse, wallet and cash with you. We will have a volunteer watch over your items until you return from parking your car

PLEASE NOTE: Be considerate of other vendors and do not linger before parking your car. Not only will you be keeping other vendors from getting to their location, you will be blocking the road for any emergency vehicles that may need access.



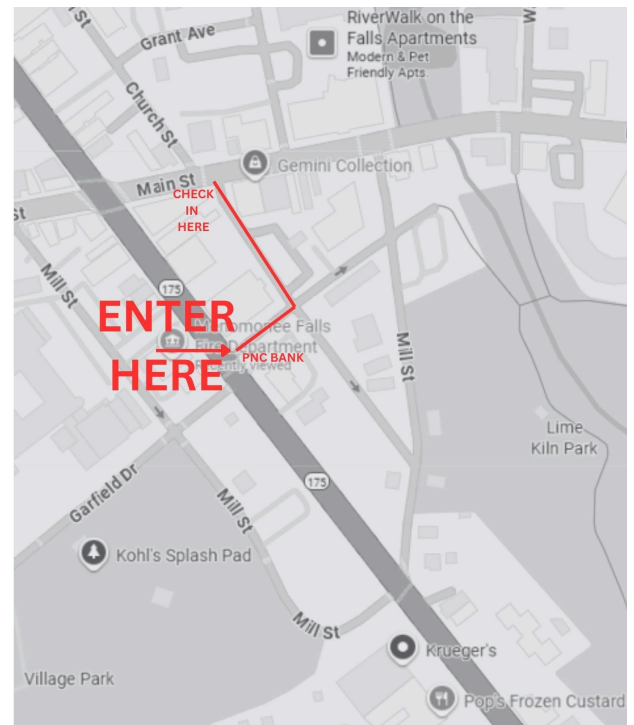
BOOTHS #43 - 59 and #67 - 76 RED SECTION

BOOTHS #34 - 42 and #77 - 86 ORANGE SECTION

Enter off Appleton Ave into the public parking lot across from Hot House. Use the drive/ parking lot next to PNC BANK [N88w16586 Appleton Ave, Menomonee Falls, WI 53051] to enter the Festival Area. Cautiously make your way to your vendor location. Unload all items, including the tent and move your vehicle promptly. If you arrive late, please note ALL VEHICLES MUST BE OFF MAIN ST BY 9:00AM per the MF Police Department. Please plan ahead of time. [see map to help with your load in]

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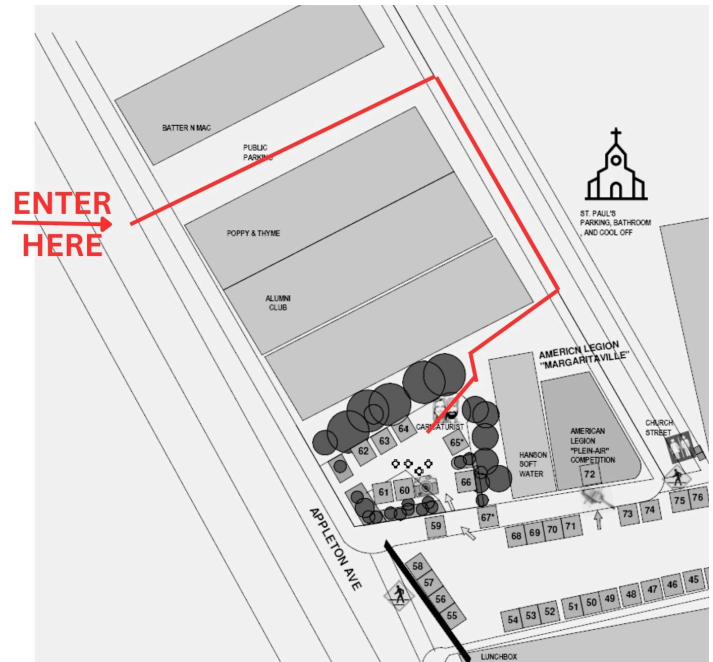
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BOOTHS #60- 66 RED SECTION

Enter off Appleton Ave into the public parking lot next to Poppy & Thyme [N88W16726 Appleton Ave, Menomonee Falls, WI 53051]. Drive through to the back of the lot and take a right, turn right again into the back lot behind the Alumni Club and Hanson Water [NOT the American Legion] Cautiously make your way to your vendor location. [see map to help with your load in]

- Look for someone wearing a neon vest
- Proceed slowly to your location number
- Unload your tent and merchandise immediately upon arrival. We will have volunteers to help you unload
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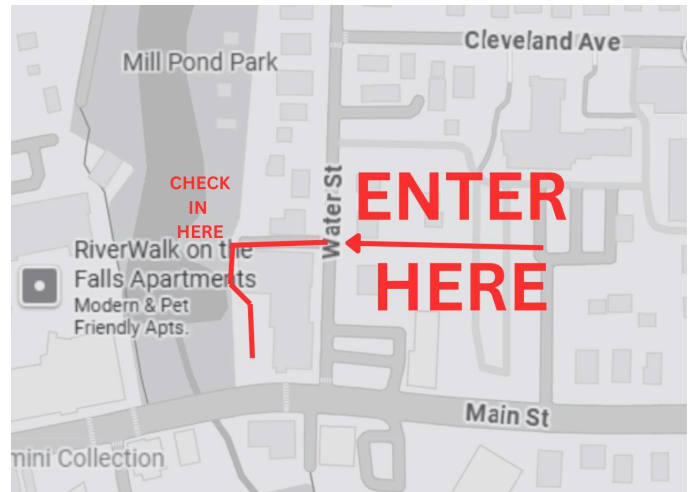
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BOOTHS #108 - 120 TEAL SECTION

BOOTHS #121 - 125 BLUE SECTION

Enter off of Water Street [W164N8939 Water St, Menomonee Falls, WI 53051]. Drive SLOWLY through to the back of the alley and turn left. Cautiously make your way to your vendor location. [see map to help with your load in] **THIS IS A VERY TIGHT AREA. If you are located closer to Main Street, please unload on the corner of Main St and Water St and cart your tent/ items in. It will be a lot easier for you.**

- Look for someone wearing a neon vest
- Proceed slowly to your location number
- Unload your tent and merchandise immediately upon arrival. We will have volunteers to help you unload
- Once unloaded, we need you to move your vehicle before you start to set up. There are NOT any parking passes. We have included a map for VENDORS in this packet. St. Mary's parking lot will be your closest lot to park in off of Water
- . Keep your purse, wallet and cash with you. We will have a volunteer watch over your items until you return from parking your car



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BOOTHS #126 - #160 PURPLE SECTION BURGUNDY #161 - #182 SECTION

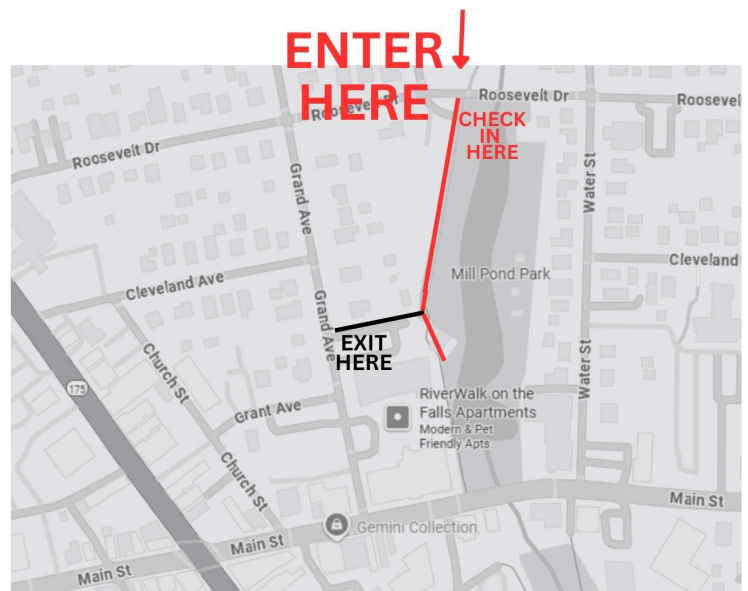
Enter off Roosevelt Drive [N90W16531 Roosevelt Dr] into Mill Pond Park. Cautiously make your way to your vendor location.

The following numbers will park directly behind your tent [DO NOT park at an angle] #147 - 151 and #157 - 173. Please pull in straight, park and then unload. DO NOT leave your car in the driving area blocking traffic.

The other booth numbers, unload all items, including the tent and move your vehicle promptly. Please plan ahead of time. [see map to help with your load in]

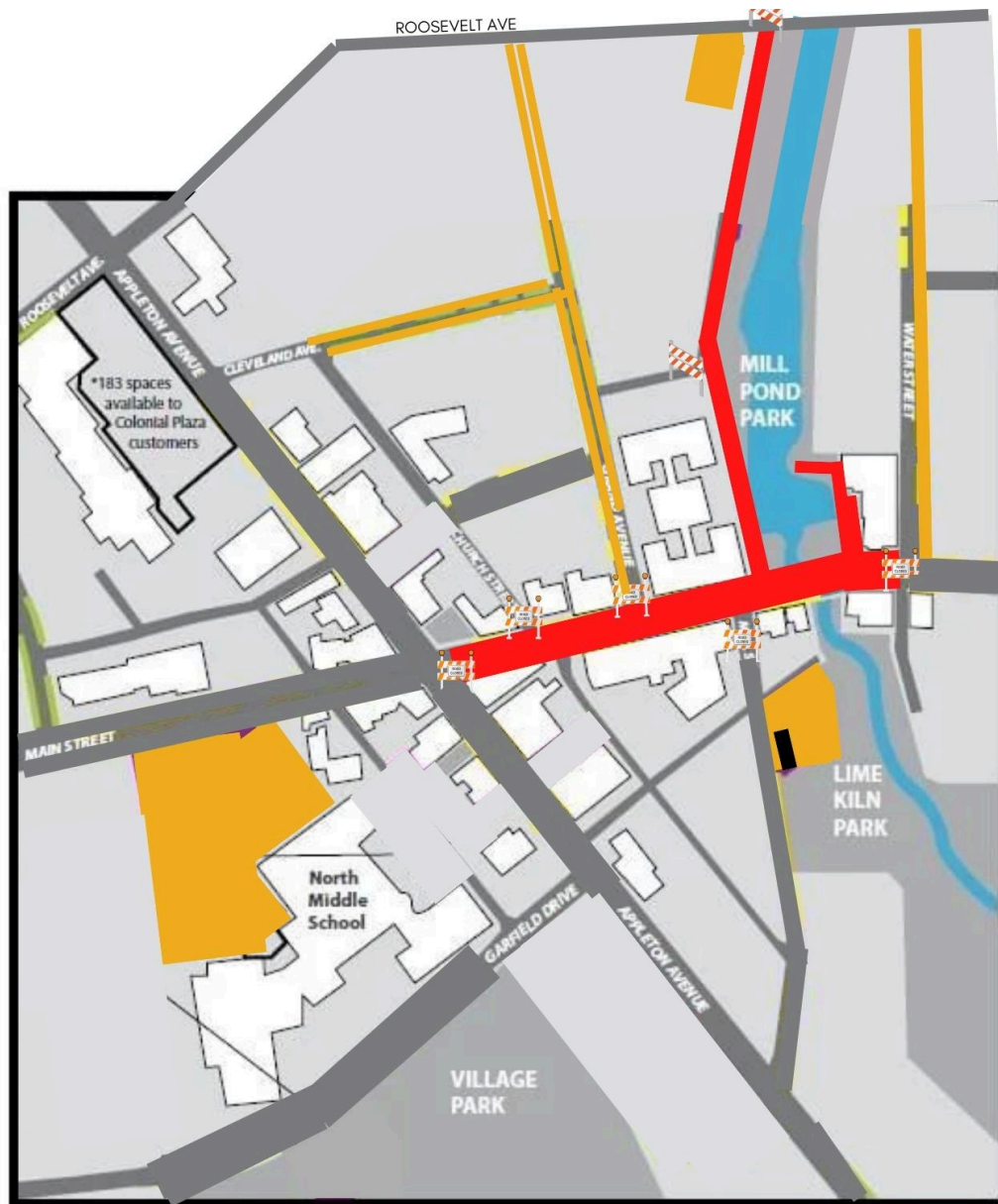
NOTE: this will be ONE WAY street the day of the festival. EVERYONE enters from the North via Roosevelt and all will exit through Riverwalk on the Falls Private Parking lot onto Grand Ave for set up and take down.

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VENDOR PARKING MAP



FESTIVAL KEY

- FESTIVAL GROUNDS
- VENDOR PARKING
-  ROAD CLOSURE FOR FESTIVAL



FALLSFESTIVALOFTHEARTS.COM

PROMOTIONAL MAP



FESTIVAL MAP

DOWNTOWN MENOMONEE FALLS

DETAILED VENDOR MAP



DETAILED VENDOR MAP



MAIN STREET



MAIN STREET WEST

LARGE VENDOR MAP





2025 SPONSORS

MASTERPIECE SPONSORS



VAN GOGH SPONSOR



KEEP EM' COLD SPONSORS



LIVE MUSIC SPONSOR



POLLARD GENERAL COUNSEL, LLC
Full Service Law Practice



PLEIN AIR SPONSORS



HOSPITALITY SPONSORS



WARHOL SPONSORS



SCULPTURE SPONSORS



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