



**Saturday, May 21, 2022 | 6:00-9:00pm**  
Old Heidelberg Park at the Bavarian Bierhaus  
700 W. Lexington Blvd., Glendale, WI 53217

### **CHOCOLATE VENDOR AGREEMENT FORM**

Contact Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

#### Vendor Information:

Vendor Name: \_\_\_\_\_

Product(s) for Sampling: \_\_\_\_\_

Website: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_

**Verify the information above is correct, as we use this in our event program and to promote the event on social media. Please email your logo to [scruz-cordero@sfckids.org](mailto:scruz-cordero@sfckids.org), to ensure we add you to our list of vendors on our website!**

Yes, \_\_\_\_\_ (list name or names of representatives) will attend the event on Sat., May 21, 2022, to hand out samples.

No, we will not be able to attend but we will provide enough samples of our product to accommodate 300 people. Please contact me for details on mailing/drop off/pick-up.

No, we cannot attend, but we would like to support St. Francis Children's Center by donating an item for the silent auction/raffle or a bottle of wine for the wine pull. Please contact me at the phone number or email address provided.

[More information on other side](#)

**There is NO charge for vendors to participate!** As this event, is held as a primary source of funding for our non-profit organization, we would appreciate a donation to our silent auction. This could be in the form of a gift card or some treats that we could include in a gift basket. All gifts given are tax deductible for their fair market value.

Participating vendors will need to supply chocolate confections for sampling, a table and linen, chairs (if needed) and serving utensils. Due to COVID-19, we recommend having samples divided up into small bags or cups that attendees can grab to ensure a no-touch experience. Sample size is up to you, but we recommend limiting portions to one or two bites of chocolate (bite-size bars of chocolate; mini cookies, donuts or cupcakes; small cups of confections, etc.) You may sell desserts to attendees during the event and hand out marketing materials to support your business.

We will provide you with a table sign with your logo and a list of products that guests will be sampling. If your table requires electricity, please let us know in advance (you will need to provide your own power strips or extension cords.)

WE WILL DONATE THE FOLLOWING ITEM(S) FOR THE SILENT AUCTION:

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SPECIAL REQUESTS OR COMMENTS (Please indicate if you need electricity, etc.)

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We anticipate an attendance of 300, but we will update you no later than a week prior to the event if our numbers change, so you can plan accordingly. We will also email you about current health and safety requirements, such as whether masks will need to be worn, before the event. **Set up is from 3:30-5:30pm on Sat., May 21, 2022.** Please give yourself enough time to get your table ready before guests enter at 6:00pm.

**Remember to bring displays, brochures, descriptions, etc. to promote or explain your products!**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please email this form as soon as possible to [scruz-cordero@sfckkids.org](mailto:scruz-cordero@sfckkids.org) or mail to:

Stephanie Cruz-Cordero, Director of Development & Marketing  
6700 N. Port Washington Road, Milwaukee, WI 53217  
414-351-8851 x 140

