



P.O. Box 344  
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**The 2017 “Treasure Hunt” continues as we enter our 51<sup>st</sup> year**  
**On Sunday: May 28, July 16, September 3 and October 1**  
**Gates open - 6am to 2pm, Event takes place Rain or Shine - No Refunds**

We are asking you to complete all necessary information on the enclosed application that is required or if it pertains to you. If you have an email address, please print clearly, so we can enter correctly. You will also find the Cedarburg Maxwell Street Days “Event Guidelines, Information & Procedures” be sure that you read each item and understand them before you sign the application.

Your seller’s permit is required **ONLY** if you have one or you meet the State of Wisconsin requirements. Most of you will probably not need one, but to verify check out [www.revenue.wi.gov](http://www.revenue.wi.gov) and then go to Temporary Events. If you are a business, include your name. It is required that the Driver’s License number of the person who is paying for the space is on the application.

Under description, enter what you sell and if you have something unique, please be sure you list it. Attendees contact office during and after events to ask about certain items or names of companies to see where located. We also have people with buyer’s regret after the event who call about a specific item. If you do not inform us, we cannot give people your information and you could lose a sale. Please be sure to share your contact information with all your buyers, as well, so that they too may have it.

Our Firemen’s Park is laid out in 3 different areas: Infield, south end and the main west side, along Washington Avenue, where the entrances are. We have a color-coded map with our Event layout located on the Department’s website [www.cedarburgfiredept.com](http://www.cedarburgfiredept.com) In the upper right corner you will see Maxwell Street Days, click on there and it will take you to our major fundraising event. Along the right-hand side just click on the various items listed for additional information to assist you.

Our regular size spaces are approximately 16’ wide x 22’ deep. Each of our regular spaces rent for \$45 per event. You can rent as many spaces as needed to accommodate vehicle, canopy or tables in order to display and sell your items. We have a limited amount of corner and larger size spaces available that rent for a little more. We have specific areas for larger oversized vehicles, so as not to block other vendors.

Remember: Please complete and return your application as soon as possible with all necessary funds. We can then process, send pass(es) and info for each event to you in plenty of time. If you live in the area, the park office is open additional hours 3 weeks prior to each event: Monday’s 10-2pm and Friday’s 1-5pm for your convenience. More days/hours are added the week prior to event. An email/phone message may be left anytime for a prompt return. Please help us promote our event on social media throughout the year. We have handouts available in our office for you to pick-up. If you know of a quality vendor looking for an additional event to participate in, please give them our contact information. Together let’s make 2017 a great success for all of us.

Thank you for your support of our Department’s major fund-raisers.

*Cedarburg Volunteer Fire Department Members*



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2017 Maxwell Street Days  
**IMPORTANT- PLEASE READ**  
Updates, Reminders, Information

The next Cedarburg Maxwell Street Days is just around the corner. Below you will find updates, new requests, information, procedures and reminders for the 2017 season, our 51<sup>st</sup> year.

You will find a pass included for those events you have paid for. Remember that you get 1 pass for 1 vehicle per each paid space. (Only if needed)

As you stand in the aisle looking at the yellow space marker with your number on it, there is an arrow pointing to the RIGHT. This is your space, make sure you go to the RIGHT or you will be asked to move to your correct space even if you are set-up.

Your paid space(s) should contain all your items, in order for you to participate. Do not park in any other area or space, as you will receive a ticket or even be towed. If you have a large truck, do not block in your neighbors, we have specific areas for you to set up.

Absolutely No food, beverages (incl. water) sales are permitted by any of the Vendors. This includes samples of any food. If you have questions stop in office.

Please do not bring any counterfeit, take-off merchandise or non-permitted items to sell at event, as you will be asked to pack them up and possibly told to leave by security.

As a **PAID** vendor with **PASS** you may start to enter grounds and set up Saturday after 2pm and throughout the entire evening until 5:45am. Gates open to public at 6am and you should be ready then. We require that everyone remains set up until 2pm.

If you have not paid for any of the other events, please remember to stop in the office by 4pm on Sunday, so that you do not lose your space or have to stand in line at the next event.

Office is closed from 6pm Saturday until 4am Sunday. No one is admitted on grounds without a paid pass during this time. **There are No Exceptions!**

For your convenience, our CFD Explorer's will be happy to assist your clients with any larger purchases, in order to move them to our "Loading Zones". You can direct them to the "Snack Stand" (tan/brown building), located just south of our restrooms (white building with tall trees) & just to north of main gate to arrange a pick-up. There is a small donation fee for this service.

As, we do not want to increase your space rental fee, we are requesting that you do not leave broken, unwanted items or furniture behind on grounds when you leave. Please flatten your empty boxes and take them with you. As our disposal fees, have tripled in cost, we will be enforcing this request throughout the season. All loose garbage should be put in appropriate receptacles.

**If someone leaves a package or item (wallets, phones, glasses, keys, bags) behind please bring it up to the main office. If you have problems, any sort of incident by your space, call office or send someone there. We have police officers and security on the grounds to assist with various situations. In an emergency, all of our stands have CFD trained Volunteers who can further assist you.**

The "**Main Gate**" food & beverage stand is open Saturday from 5pm-9pm for your convenience and camaraderie. Please support our CFD members, who are volunteering additional hours to serve a variety of food and beverages, as you prepare for Sunday's event.

If there are any other questions please stop in office, call or email us. With your continued help, support and cooperation by working together we can make 2017 a successful season for all.

**IMPORTANT:** Due to continued problems in securing grounds at end of day, all outdoor vendors are requested to be packed and off the event grounds no later than 6pm. The gates will be locked & secured at that time. Security will be enforcing this request.

Please be professional, courteous & respectful to your neighbors and attendees. Let's promote our events together, everywhere, even on Social Media.

Thank you for your support and good luck,

Cedarburg Volunteer Fire Department Members