

RICHLAND COUNTY FAIR
September 7th-11th, 2016
COMMERCIAL EXHIBIT/VENDOR RULES

State Requirements

The State of Wisconsin requires Fair Coordinators to have vendors' Seller Permit numbers on file and may be asked for a listing of all vendors and their numbers. You may obtain this permit by calling: Department of Revenue, P.O. Box 8902, Madison, WI 53708. Phone: (608) 267-3244.

All vendors holding a raffle must have a Wisconsin license number.

All food establishments will be inspected by the Wisconsin Department of Agriculture, Trade and Consumer Protection Agency.

Acquiring Vendor Space

Please fill out a vendor application and send it to the Fair Office as soon as possible. No vendor will be allowed to set up and the Fair will not reserve your space until we have received an application, insurance form, seller permit, Wisconsin S-240 form and payment.

Returning Vendors

We look forward to working with you again! In order to stay organized this year however you will be given seniority only until July 13th.

****In order to secure your previous space please turn in complete vendor application, payment, insurance certificate and all other forms required no later than Thursday, July 13th, 2016.**

New Vendors

Open enrollment for new vendors will begin July 15th. Please turn in applications before this date as some spots may open up before this time and applications will be reviewed upon arrival and the spot will immediately be given to the next approved vendor. Once your application is accepted you will be contacted and your payment and insurance will be due by August 3rd to secure your spot.

Late Vendors

Vendor applications will still be accepted up until the Fair, provided there is space available. There will however be a late charge of \$25 for any applications sent after August 5th.

Liability Insurance Requirements

Richland County requires all vendors to have liability insurance coverage with Richland County listed under additional insured.

Please have your Agent list that information as follows:

The County of Richland as owner and operator of the Richland County Fairgrounds
C/O Victor Vlasak, County Clerk
181 West Seminary St
Richland Center, WI 53581

Indoor/A.V. Miller Space \$95 per 10x10' space plus \$10 if electricity is requested. (If purchasing two spaces you will only be charged once for electric.) Two free passes will be given for these spaces. If you would like additional passes please indicate how many on your application and enclose payment or you will have to purchase passes at the gate.

Outdoor Space:

\$9 per foot of frontage. Electricity for food booths: \$25. Electricity for Non-food booths: \$10.

Outdoor vendors will receive two free season passes. If more are required please indicate how many and include in payment.

Season pass \$12 and Day pass \$5 (please specify Friday, Saturday or Sunday as passes have date on them.)

Set up

Setup will begin Wednesday September 9th at 8am and should be completed by 7pm. Please contact the Fair Office if you will require an extension of this time period. We will work with you on this but will limit it to times when fairgoers are not on the grounds.

Parking and Traffic on the Fairgrounds

Vehicles will be allowed on the grounds before 9am for daily set up and restocking. After this time please park your vehicle in one of the designated parking lots. Vehicles will be allowed on the grounds again after 8pm but we ask that you drive very slowly and give pedestrians the right of way since the fairgrounds are still open to the public at this time. No overnight parking will be permitted.

Hours of Operation

The A.V. Miller Building will be unlocked at 9am each morning and locked again at 9pm.

All outside vendors we ask that you keep your booth/concession open for the following hours of operation:

- Wednesday Night: No Event Scheduled
- Thursday: 12pm-9pm
- Friday: 12pm-9pm
- Saturday: 10am-9pm
- Sunday: 10am-4pm (if you would like to attend Sunday Morning Service feel free to open after)

You may open before these hours but please keep building lockup times in mind.

Absolutely no tear down will be allowed before 4pm Sunday. Vehicles will be allowed on the grounds starting at 5pm for display removal, but please use caution as there will still be fairgoers on the grounds.

Appearance and Attitude

Please keep your space clean and orderly. There will be dumpsters on the grounds for your use. Vulgar/offensive displays will not be tolerated. A friendly attitude and good customer service will benefit us all!

Prohibited Items

Prohibited items include: the use of laser lights, the sale of weapons of any kind, and the sale of any alcoholic beverage (other than the designated beer garden) is not allowed and is in direct violation of the Richland County Fair's Regulations and Rules.

Exclusives

The Carnival has exclusive rights to sell the following items: cotton candy, caramel apples, corn dogs, funnel cakes, elephant ears, lemonade, mini donuts, pretzels, and deep fried fair foods. Please state the items you wish to sell/display for approval in your vendor contract. We do not allow any two vendors to sell the same items. If you would like to add items after your application has been accepted please submit a request to the Fair Coordinator for approval.

Delivery Service

For delivery service during the fair, you can use the address of Richland County Fair, 23630 County Highway AA, Richland Center, WI 53582. The Fair Office cannot accept C.O.D. packages for you, but we will page you when your delivery arrives. Please let the Fair Office know if you will be expecting a delivery.

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September 7-11, 2016
COMMERCIAL VENDOR'S APPLICATION

Name of Person/Group/Organization _____

(Please print)

Contact Person's Name _____

Address _____ City, State, Zip _____

Business phone _____ Home phone _____ Cell phone _____

Liability Ins. Co. _____

WI State Sales Tax # _____ (Please send copy of seller's permit)

Email: _____

Please send certificate of insurance with this contract.

Please itemize what products/services you will be displaying/selling (This needs to be completed or attach menu, should you need more room attach paper with information):

Vendor Space needed: Length/frontage _____ FT Width _____ FT

Additional Number of Passes Required _____ Season _____ Friday _____ Saturday _____ Sunday _____

All vendors will automatically receive 2 free season passes, please list any additional passes you require.

Season pass- \$12 Daily passes-\$5.... Please include payment for passes in your total payment.

RENTER ASSUMES ALL RESPONSIBILITY FOR ANY ACCIDENTS OR LIABILITY OCCURRING IN REGARDS TO PRODUCT, SERVICE AND DISPLAY. Exhibitors must furnish all tables, chairs and display props, etc. Tent, sun-shade, rope stakes, etc. must be inside your rental area. All reservations must be paid in full. No refunds for cancellation will be made unless your space is re-rented. All vehicles must park in the adjacent lot, unless part of the registered display. At no time is any type of alcohol allowed on the fairgrounds except in the designated beer garden. Unauthorized electrical hook-ups or tampering with wiring is subject to expulsion from the Fair and forfeiture of fees paid.

The Richland County Fair Committee reserves the right to remove any commercial exhibitor who does not adhere to the rules and regulations in this agreement or has undesired merchandise or unethical business practices. There shall be no specifically knives, swords, stink bombs, potato guns, etc. Vendor shall forfeit all fees paid to the Fair.

I have received a copy of the 2016 Commercial Exhibit/Vendor Rules and I agree to all contract rules for myself and the company/group.

Signed _____ Representing _____

Please make check payable to: **Richland County Fair**