



February 27, 2023

Dear Outagamie County Fair Vendor / Partner:

Excitement is in the air as we begin preparation for the 139th Outagamie County Fair scheduled for July 19-23, 2023. Make sure to reserve your space as soon as possible - vendor space is limited. **The absolute deadline to have last year's space held for you is May 1, 2023.** After May 1st, remaining vendor space will be offered to those on our waiting list and to those whose applications returned after the deadline. Below is our planned entertainment in the grandstand and on the midway stage.

	<u>MIDWAY STAGE</u> (8-11:30 PM)	<u>GRANDSTAND</u>
Wednesday		Farm Tractor Pull - 7PM
Thursday	GLAM Band	Truck and Tractor Pull - 7 PM
Friday	Jason McNabb & The Reign	410 Sprint Car Racing - 6:30 PM
Saturday	Driftwood	Rodeo - 1 PM & 7 PM
Sunday		Motor Madness Demo Derby - 12 PM

Please complete the attached **Vendor Application** and send it back along with your **Power Request Form**, and **Wisconsin Temporary Event Operator and Seller Information** form. Please refer to the attached **Rate Guide** and **Rules and Regulations** when completing your application. If possible, please also include your required **Certificate of Insurance** (naming the Outagamie County Fair Association as an additional insured) with your returned contract, or have it emailed to me at manager@OutagamieCountyFair.info as soon as possible. We will again be offering chair and table rentals for those that need this service.

Food vendors have an 8% commission fee in addition to the footage charge.

Please do not send payment with the application. Contracts will be sent out as applications are received. Payment will be due with the signed contract.

Please call me at (920) 833-2941 or email me at manager@OutagamieCountyFair.info, if you have any questions about this year's fair. If you are **not** planning to attend this year please let me know as soon as possible so that we can offer your spot to a new vendor. We would like to thank you for your past involvement in making the fair a great success and we hope that you will join us again. Remember, the absolute deadline for past vendors to reserve your space is May 1. We look forward to seeing you at the fair!

Sincerely,

Brian Stille

Brian Stille
Outagamie County Fair Manager

PO Box 246, Seymour, WI 54165 920-833-2941
outagamiecofair@yahoo.com



OUTAGAMIE COUNTY FAIR

JULY 19-23, 2023

COMMERICAL VENDOR

APPLICATION

RATE GUIDE

RULES & REGULATIONS

By signing the 2023 Outagamie County Fair Commercial Vendor's Contract, you are hereby acknowledging that you have **read and agree** to all stated rules and regulations of the Outagamie County Fair Association. Violation or non-compliance of these rules will result in the Outagamie County Fair Association's decision to request your immediate removal from the fairgrounds. Such removal will result in the loss of the vendor's deposit, and may result in your inability to return in future years.

A NOTE TO ALL COMMERCIAL VENDORS

Please read all of the contents of this booklet. The Outagamie County Fair Association, Inc. has made some changes in the Rates and the Rules and Regulations this year. You are expected to be aware of these changes and comply with them. Please take the time to update yourself on the Rules and Regulations of the Outagamie County Fair. **You will be held accountable for all rules in this booklet.**

Below is contact information for the Outagamie County Fair:

Fair Manager:	Brian Stille
Mailing Address:	P.O. Box 246 Seymour, WI 54165
Telephone:	(920) 833-2941
Manager Email:	manager@outagamiecountyfair.info
Fairgrounds Location:	637 N Main St Seymour, WI 54165
Fair Website:	www.OutagamieCountyFair.com



2023 VENDOR SPACE RATE GUIDE and HIGHLIGHTS

GENERAL RATE INFORMATION (see application for additional rules and information)

- Rent and security deposit will be calculated by the Outagamie County Fair Association
- Trailers may remain overnight in fair designated parking areas.
- Trailers or trucks requiring electricity for cold storage - \$250 each.
- Campsites are available on a first come - first served basis for \$150.00 each.
- Additional fee may apply for heavier electric use (determined by fair electrician).
- Plain tables \$25, Padded chairs \$5 – or bring your own tables and chairs.
- Additional passes may be purchased by 12:00 PM Wednesday (daily \$5 each, season \$10 each)
- **Security deposit** - A security deposit equal to ½ space rental fee is required along with rental fee. (Security deposit capped at \$200 for inside vendors and \$500 for outdoor or food vendors.) The security deposit will be held to guarantee that vendor's booth and display remain open for business and intact until 5:00 PM Sunday and that the vendor fulfills all contract requirements and surrenders space in a clean and undamaged condition. For vendors who have met the above conditions, the security deposit will be returned by check 30 days after the fair.
- No holes are to be made in the blacktop area without prior approval of the OCF. Non-compliance may result in loss of security deposit.
- Liability insurance is required. Insurance may be purchased as an additional insured under the Outagamie County Fair Association's policy for \$100 per booth.
- All vendor assigned locations are assigned on an annual basis and may change from year to year.
- Food vendors are responsible for a commission fee of 8% on all sales above the footage fee.
- Basic services fee applies to all vendors – **see below**.
- Electrical drop – **Basic Fee** includes 1 electrical drop per unit (trailer, tent, truck, camper, etc.) Each additional electrical drop will incur an additional fee. Please note all required electrical drops on application. Late notice of any electrical drops will incur additional fees.
- The fair electrician will make electrical hook-ups based on a vendor's application and fees paid. Please contact the fair office (not the electrician) for additional needs.

INDOOR SPACES

Multiple indoor spaces may be combined as one booth

10' x 10'

\$200

Vendor's display, signs, and personnel must remain within the assigned space.

10' x 15' wide

\$300

Vendor's display, signs, and personnel must remain within the assigned space.

+ **Basic services fee:** \$35.00 for all vendors (includes 2 season passes, pipe and drape, basic 120v electricity, and internet).

OUTDOOR SPACES (other than food)

Basic section is 10 feet wide by 15 feet deep plus additional space in 5 foot increments.

10' wide x 15' deep	5' x 15'
\$200	+\$100 each additional five feet
Vendor's display, signs, and personnel must remain within the assigned space.	

Large Ag and Equipment displays

Call for pricing

+ **Basic services fee for all vendors:**

\$35.00 per unit (includes 2 season passes per unit, **120v** electricity).

OR

\$65.00 per unit (includes 2 season passes per unit, **240v** electricity).

FOOD VENDOR SPACES

Base section is 10 feet wide by 15 feet deep - additional space in 5 foot increments.

<p>10' wide x 15' deep</p> <p>\$360</p> <p>Vendor's trailers, tents, tie downs, signs, awnings, and personnel must remain within the assigned space.</p> <p>Supply storage trailers and trucks will generally not be allowed in the midway area. Trucks and storage trailers requiring electricity must be parked per management direction.</p>	<p>5' x 15'</p> <p>+ \$180 each additional five feet</p>	<p>\$250.00 per supply truck/trailer requiring electricity (includes 2 season passes per unit, electricity).</p>
<p>Please list each unit/tent/trailer/truck (including storage trailers and trucks).</p>		
<p>Customer access is presumed to be from the pedestrian boulevard. If you wish to have other customer access points, please request sufficient space to accommodate your customers.</p>		
<p>PEDESTRIAN BOULEVARD</p>		

Fryers, grills, and other cooking appliances that use or produce oil/grease are subject to inspection by the fire inspector. Units that must be inspected will incur a \$70 surcharge to help cover this cost. Please indicate on the application if the unit will be using a fryer, grill, or other cooking appliance that uses or produces grease or oil.

Food vendors are responsible for a commission fee of 8% on their gross receipts above the footage fee.

+ Basic services fee:

\$50.00 per unit.

OR

\$50.00 each 120v electric hook-up **per unit** (includes 2 season passes per unit and water).

OR

\$100.00 each 240v electric hook-up **per unit** (includes 2 season passes per unit and water).

See food vendor commission calculation example on the following page.

Outagamie County Fair Vendor space rate guide

Below is an example of how the food vendor commission is calculated:

Pete’s BBQ has a 25 foot stand = \$900 for the space.

Pete’s report sales by 12 PM the day after (Wednesday sales must be reported by 12 PM Thursday)

Commission will not be owed until you have sales that surpass your footage fee.

EXAMPLE – PETE’S BBQ	Wednesday	Thursday	Friday	Saturday	Sunday
Daily Sales	\$600	\$700	\$1,400	\$1,400	\$800
8% Commission owed	\$0	\$32	\$112	\$112	\$64

Total Commission owed to the Fair = \$320.00



OUTAGAMIE COUNTY FAIR

FOOD VENDOR RECONCILIATION

2023

VENDOR: PETE'S BBQ

Space payment \$900.00

Reporting for	Sales	Commission	
Wednesday	\$600.00	\$0.00	Signature _____
Thursday	\$700.00	\$32.00	Signature _____
Friday	\$1,400.00	\$112.00	Signature _____
Saturday	\$1,400.00	\$112.00	Signature _____
Sunday	\$800.00	\$64.00	Signature _____
		\$320.00	_____
Fair Bucks	42	-\$84.00	
TOTAL DUE		\$236.00	

SAMPLE

GENERAL INFORMATION, RULES, AND REGULATIONS

It is understood that the following information, rules, and regulations are a binding part of the space rental contract.

FOOD VENDOR COMMISSION

For food vendors there is an 8% commission in addition to the footage charge.

FAIR MANAGEMENT - The fair is produced by and is the property of the Outagamie County Fair Association, hereafter referred to as OCFA. OCFA will provide all fair functions and establish all fair policies. Each vendor renting space must sign the space rental contract which includes this general rules contract.

SUBLETTING OF SPACE - Not permitted.

CONTRACT DEADLINE - Signed space and rules contracts must be returned by the due dates specified or the space will be rented to the next vendor. It is your responsibility to have the signed contracts returned by the due date. No exceptions. Deadline will be enforced.

CANCELLATION OR WITHDRAWAL

- The vendor shall give the OCFA notice in writing of their intention to cancel or withdraw from the fair.
- In the event a vendor cancels/withdraws prior to June 1, no rental fees will be refunded but may be credited to a following year's rental fee.
- In the event a vendor cancels/withdraws prior to July 1, no rental fees will be refunded but ½ of the rental fee may be credited to a following year's rental fee.
- In the event a vendor cancels/withdraws after June 30, no rental fees will be refunded or credited.
- In the event of cancellation, the OCFA shall have the right to use said space to suit its own convenience, including selling the space to another vendor without any refund to the canceled vendor.

DEFAULT OF OCCUPANCY - In the event any vendor fails to occupy said space by the set-up deadlines noted below, the vendor shall forfeit the entire rental fee.

PREMISES OCCUPANCY - In case the Outagamie County Fairgrounds is destroyed or damaged, or if the fair fails to take place as scheduled or is interrupted and/or discontinued or access to the premises is prevented or interfered with by any reason or act of God, emergency declared by any government agency or by fair management, or for any other reason, this contract may be terminated by the OCFA. In the event of such termination, the vendor waives any and all damages and claims for damages, and agrees that the sole liability of OCFA shall be to return to each vendor their space payment, less their pro-rated share of all costs and expenses incurred and committed by the OCFA.

FAIR HOURS - The Outagamie County Fair Expo Building will be open to the public Wednesday through Sunday. Each vendor is encouraged to keep at least one attendant in their booth during all designated times except for restroom or lunch breaks. OCFA cannot be held responsible for any theft, damage, vandalism, or any activity causing loss to the vendor. Set-up and sales times noted below. **Hours are subject to change at the discretion of the OCFA.**

SET UP TIMES

	Monday	Tuesday	Wednesday
Indoor	By appt.	10:00 a.m. - 8:00 p.m.	9:00 a.m. – 11:00 a.m.
Outdoor	10:00 a.m. - 8:00 p.m.	10:00 a.m. - 8:00 p.m.	--- no ---
Food	10:00 a.m. - 8:00 p.m.	10:00 a.m. - 8:00 p.m.	--- no ---

SALES TIMES

	Wednesday	Thursday – Saturday	Sunday
Indoor	12:00 p.m. - 9:00 p.m. Required	10:00 a.m. - 9:00 p.m. Required	10:00 a.m. - 5:00 p.m. Required
Outdoor	12:00 p.m. - 9:00 p.m. Required	10:00 a.m. - 9:00 p.m. Required	10:00 a.m. - 5:00 p.m. Required
Food	12:00 p.m. - 11:00 p.m. Required	10:00 a.m. - 11:00 p.m. Required	10:00 a.m. - 5:00 p.m. Required

TEAR DOWN TIMES

	Sunday	Monday
Indoor/Outdoor/Food	5:00 p.m. – 8:00 p.m.	9:00 a.m. – 5:00 p.m.
	Vehicle access after 5:30 p.m.	Vehicle access all day

1. During required hours of operation (noted above), all display areas must remain open for business and be fully set up and operating. All vendors are expected to convey a professional behavior and dress appropriately. Vendors are not allowed to have beer or alcoholic beverages in their booths during hours of operation. Violation of any part of these requirements without prior approval may result in removal from location and rental fees. Such removal may result in your inability to return in future years.
2. In fairness to all exhibitors and the public, all food stands must be staffed during the above noted hours. Unstaffed booths during these hours will result in the loss of the vendor's deposit.
3. Most outside booths are located on asphalt. Please keep this in mind for set up of your tents/displays.
4. No holes are to be made in the blacktop area without prior approval of the OCFA. Non-compliance may result in loss of security deposit.
5. Vendors may not display or sell any product, commodity or merchandise that has not been listed on the contract and approved by the Outagamie County Fair Association, Inc.
6. No tear down of indoor or outdoor booths will be allowed before 5:00 p.m. on Sunday. Failure to comply with this rule will result **in the loss of security deposit.**
7. OCFA shall not be liable for any and all claims for compensation from any loss of revenue incurred as a result of an interruption of the fair including interruption of any utility services (electric and water).
8. All booths/exhibits/displays must be torn down by 5:00 PM on Monday following the fair.

TEAR DOWN TIMES

All vendors must remain fully set up and operating until 5:00 p.m. on Sunday. Failure to comply with this rule will result in **the loss of security deposit.**

VEHICULAR DELIVERY AND REMOVAL OF MATERIALS - Delivery or removal of supplies by vehicle will be permitted around the expo building or midway areas every morning until 9:00 a.m. No delivery trucks or other vehicles will be permitted after 9:00 a.m.

PERSONAL VEHICLES and GOLF CARTS – No personal vehicles, inventory vehicles/trailers, or golf carts/ATVs/etc will be allowed in the public areas after 9:00 AM daily without prior approval of the Outagamie County Fair Association. Unauthorized vehicles may be towed.

INSTALLATION AND DISMANTLING - All vendors must check in at the fair office before setting up for the fair. All food and outdoor vendors must be set up by 7:00 p.m. on Tuesday. All indoor vendors must be set up by 11:00 a.m. on Wednesday. Dismantling may start at 5:00 p.m. on Sunday of fair week. Check-out will begin at approximately 5:30 p.m. No vehicles will be allowed up by the exhibit and vendor buildings or midway until after 5:30 p.m. Sunday.

ARRANGEMENTS OF DISPLAYS - All vendors shall arrange their displays so they utilize only the booth area for which they have contracted. Aisles, where applicable, may not be used by any vendor. Vendors will not be allowed to hand out or give away any literature or items outside the confines of their respective booth, or call out to visitors.

COMMISSION

1. All food vendors will pay a 8% (eight percent) commission on their gross receipts above the footage fee to the Outagamie County Fair Association.

2. Food vendors are required to reconcile with the Fair office by noon on Thursday, Friday, Saturday, and Sunday and at final checkout on Sunday.

3. All food vendors must reconcile and pay their bills at the Fair office before leaving the fairgrounds on Sunday.

4. The deposit fee will be returned by check 30 days after the fair if vendor is in compliance with all rules and regulations.

APPEARANCE - A vendor is responsible for keeping their booth neat and orderly. Displaying an unfinished surface to a neighboring booth is not permitted. Vendors must arrange to remove and dispose of trash in trash receptacles supplied by the OCFA. All booth personnel shall wear socially acceptable attire.

CAMPSITES - Campsites are available on a first come - first served basis for \$150.00 each.

GATE PASSES - Season gate and parking passes will be provided to vendors. The number of passes shall be determined according to the 2023 OCFA Vendor Rate Guide. Additional daily passes may be purchased for \$5.00 each (includes parking) prior to 12:00 PM, July 19, 2023.

SAFETY, FIRE, AND HEALTH – Each vendor must comply with all safety, fire, and health ordinances and laws of the City of Seymour, County of Outagamie, and the State of Wisconsin.

INSURANCE – Vendors must have insurance with a minimum of \$1M General Liability limits. Vendors must provide a certificate of liability insurance listing the OCFA as an additional insured and certificate holder. OCFA will take precautions to safeguard vendor's property by means of night security. However, the OCFA will not be liable for any damage or loss to vendor's property through theft, fire, accident, or any other cause. Vendors must insure their own display and materials. A current certificate of insurance must be provided before any setup is allowed – no exceptions. General Liability Insurance can be purchased through the fair.

WISCONSIN INFORMATION FORM - Each vendor must furnish a completed Wisconsin Temporary Event Operator and Sellers Information Form. This form is required by the State of Wisconsin.



2023 Vendor Application Form

Fairgrounds Location / Information

Outagamie County Fair Association
637 N. Main Street
Seymour, WI 54165
Phone (920) 833-2941

Mailing Address / Contact Information

Brian Stille, Fairgrounds Manager
Outagamie County Fair
P.O. Box 246, Seymour, WI 54165
manager@OutagamieCountyFair.info

Fair Dates: July 19 - 23, 2023

Application Date: _____

Legal Business Name: _____

DBA: _____ TIN Number / SS#: _____

Name of Owner: _____

Name of Onsite Manager: _____

Permanent Mailing Address: _____

City: _____ State: _____ Zip: _____

Business Phone: _____ Cell Phone (Required): _____

Email (Required): _____

Web Address: _____

Social Media: _____

Applications without all of the information & attachments listed below will be considered incomplete.

1. Description of your business and list of ALL products you wish to sell/distribute.
2. Food vendors - list of all foods you wish to sell (or attach a complete menu).
3. Wisconsin Temporary Event Operator and Seller Information
4. Photos or diagrams of your display/booth/tent/trailer indicating service windows.
5. Completed power request form for each trailer/truck/tent/booth.

Final approval of the application and each item sold is at the discretion of the Outagamie County Fair.

VENDOR SPACE: Cost is based on location. Please refer to the 2023 vendor rate guide for costs and size options. Applicant will be billed for security deposit and space rental when contract is issued.

- Indoor space requested: _____ feet wide x 10 feet deep.
- Outdoor space requested: _____ feet wide x 15 feet deep. Preferred electric _____ 120v or _____ 240v
- Outdoor machinery space requested: _____ feet wide x _____ feet deep (call for availability).
- Food Vendor: (See rate sheet. Requested space must include awnings, overhangs, trailer hitches, tent stakes, etc.)

- ↓ Number of Drops ↓
- Unit 1: _____ feet wide x 15 feet deep. Fryer or Grill: Yes _____ _____ 120v or _____ 240v
 - Unit 2: _____ feet wide x 15 feet deep. Fryer or Grill: Yes _____ _____ 120v or _____ 240v
 - Unit 3: _____ feet wide x 15 feet deep. Fryer or Grill: Yes _____ _____ 120v or _____ 240v
 - Unit 4: _____ feet wide x 15 feet deep. Fryer or Grill: Yes _____ _____ 120v or _____ 240v
 - Unit 5: _____ feet wide x 15 feet deep. Fryer or Grill: Yes _____ _____ 120v or _____ 240v
 - _____ # of refrigerated supply truck/trailers. (\$250 each)

(over)

ADDITIONAL OPTIONS:

- Camping: I am requesting _____ camping spaces. (\$150/wk each)
- Fair provided tables and chairs – please indicate number desired. (You may bring you own)
 - _____ plain tables – 6-8 ft (\$25 each).
 - _____ padded chairs (\$5 each).

Vendor camping space is assigned by fair management. Supply trucks and trailers requiring electricity must be parked per direction of management and will incur additional fees per rate guide. All vendor vehicles, trailers, and supply trucks must be parked be in approved spots ONLY! Vendors must park as directed by fair management - NO EXCEPTIONS!

INSURANCE (choose one):

- I carry my own liability insurance as described in the General Information, Rules, and Regulations and will provide the required Certification of Liability Insurance no later than July 1.
- I will be purchasing liability insurance under the fair's insurance policy (\$100 booth/unit).

**PLEASE REMEMBER THIS IS AN APPLICATION FORM
FOR COMMERCIAL VENDOR / FOOD SPACE.
THIS IS NOT A CONTRACT.
PLEASE DO NOT SEND PAYMENT WITH THIS APPLICATION.**

Map layout is subject to change. Booth space assignments and map layout is determined solely by the Outagamie County Fair.

We will review each application. We reserve the right to accept or reject any applicant based on the uniqueness and quality of the products or services sold, the appearance of your space/booth/unit, and your past history at the Outagamie County Fair and other fairs, festivals, and events.

Acceptance of terms: I, the duly authorized representative of the undersigned company, partnership or individual, on behalf of the said company or partnership subscribe and agree to all the terms and conditions, authorizations, and covenants contained in this VENDOR APPLICATION FORM and in the GENERAL INFORMATION, RULES, AND REGULATIONS.

Signed _____



2023 Outagamie County Fair Power Request Form

PLEASE USE ONE COPY PER ELECTRIC DROP PER TRAILER/TRUCK/TENT/BOOTH

Vendor or Company Name including Address:

Contact Person including Mobile Telephone Number:

2023 Outagamie County Fair, Seymour, WI, Wednesday, July 19 through Sunday, July 23

PLEASE LIST ALL ELECTRICAL APPLIANCES AND LIGHTING THAT YOU PLAN TO USE IN EACH UNIT/BOOTH

<u>APPLIANCE #1</u>	<u>VOLTAGE</u>	<u>WATTAGE</u>
<u>APPLIANCE #2</u>	<u>VOLTAGE</u>	<u>WATTAGE</u>
<u>APPLIANCE #3</u>	<u>VOLTAGE</u>	<u>WATTAGE</u>
<u>APPLIANCE #4</u>	<u>VOLTAGE</u>	<u>WATTAGE</u>

The Outagamie County Fair will make every attempt to provide the requested power if it is available on site. We will advise you if any power request cannot be met. **Vendor should be prepared to provide up to 100 feet of power cord.**

The Outagamie County Fair does not provide ground-fault protection on any circuits. Users should provide their own protection from electrical shock hazards.

Power is provided as a courtesy by the Outagamie County Fair. We cannot be held responsible for any damages to user's equipment for any reason.

Return this completed form with your application.

Part C: Vendor Information

If the vendor does not have a Wisconsin seller permit number and claims their sales are tax exempt, enter the exemption code number provided by the vendor.

1 - Exempt sales only or display only

3 - Nonprofit occasional sales exemption

2 - Multi-level marketing company pays sales tax

4 - Exempt occasional sales

Wisconsin Seller's Permit Number (15 digits starting with 456) 456- -		SSN (last 4 digits)	FEIN (last 4 digits)	Exemption Code
Legal Business Name (if not sole proprietor)		Doing Business As (DBA) Name (if applicable)		
Vendor/Contact Name (Last)	Vendor/Contact Name (First)		Vendor Phone Number	
Mailing Address		Email Address		
City	State	Zip	Multi-Level Marketing Company (if claiming Code 2 above)	

Wisconsin Seller's Permit Number (15 digits starting with 456) 456- -		SSN (last 4 digits)	FEIN (last 4 digits)	Exemption Code
Legal Business Name (if not sole proprietor)		Doing Business As (DBA) Name (if applicable)		
Vendor/Contact Name (Last)	Vendor/Contact Name (First)		Vendor Phone Number	
Mailing Address		Email Address		
City	State	Zip	Multi-Level Marketing Company (if claiming Code 2 above)	

Wisconsin Seller's Permit Number (15 digits starting with 456) 456- -		SSN (last 4 digits)	FEIN (last 4 digits)	Exemption Code
Legal Business Name (if not sole proprietor)		Doing Business As (DBA) Name (if applicable)		
Vendor/Contact Name (Last)	Vendor/Contact Name (First)		Vendor Phone Number	
Mailing Address		Email Address		
City	State	Zip	Multi-Level Marketing Company (if claiming Code 2 above)	

Wisconsin Seller's Permit Number (15 digits starting with 456) 456- -		SSN (last 4 digits)	FEIN (last 4 digits)	Exemption Code
Legal Business Name (if not sole proprietor)		Doing Business As (DBA) Name (if applicable)		
Vendor/Contact Name (Last)	Vendor/Contact Name (First)		Vendor Phone Number	
Mailing Address		Email Address		
City	State	Zip	Multi-Level Marketing Company (if claiming Code 2 above)	

Reproduce this page as needed to report all vendors.
Page 1 must be included with your submission.

