



February 7, 2025

Dear Outagamie County Fair Vendor / Partner:

Excitement is in the air as we begin preparation for the 141<sup>st</sup> Outagamie County Fair scheduled for June 25-29, 2025. 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 April 1, 2025.** After April 1<sup>st</sup>, remaining vendor space will be offered to those on our waiting list and to those whose applications are 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    | Avenue 55                        | 410 Sprint Car Racing - 6:30 PM |
| Saturday  | Grand Union                      | Motor Madness Demo Derby - 2 PM |
| Sunday    |                                  | Horse Pulls - 12 PM             |

Please complete the attached **Vendor Application** and send it back along with all of the attachments noted on the "Application". 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](mailto: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 (920) 833-2941 or email us at [manager@OutagamieCountyFair.info](mailto:manager@OutagamieCountyFair.info), if you have any questions about this year's fair. If you are **not** planning to attend this year please let us 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 April 1<sup>st</sup>. 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](mailto:outagamiecofair@yahoo.com)**



# OUTAGAMIE COUNTY FAIR

June 25-29, 2025

COMMERICAL VENDOR

APPLICATION

RATE GUIDE

RULES & REGULATIONS

By signing the 2025 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:**

|                               |  |
|-------------------------------|--|
| <b>Fair Manager:</b>          | Brian Stille   |
| <b>Mailing Address:</b>       | P.O. Box 246<br>Seymour, WI 54165  |
| <b>Telephone:</b>             | (920) 833-2941   |
| <b>Manager Email:</b>         | manager@outagamiecountyfair.info   |
| <b>Fairgrounds Location:</b>  | 637 N Main St<br>Seymour, WI 54165   |
| <b><u>Set-Up Entrance</u></b> | 468 Henry St<br>Seymour, WI 54165  |
| <b>Fair Website:</b>          | <a href="http://www.OutagamieCountyFair.com">www.OutagamieCountyFair.com</a> |



## 2025 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 \$20 each – both passes include parking in our visitor lots). If requested, we will mail passes to the vendor so they can be distributed to booth workers.
- **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.
- 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<br>\$200  | 5' x 15'<br>+\$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).

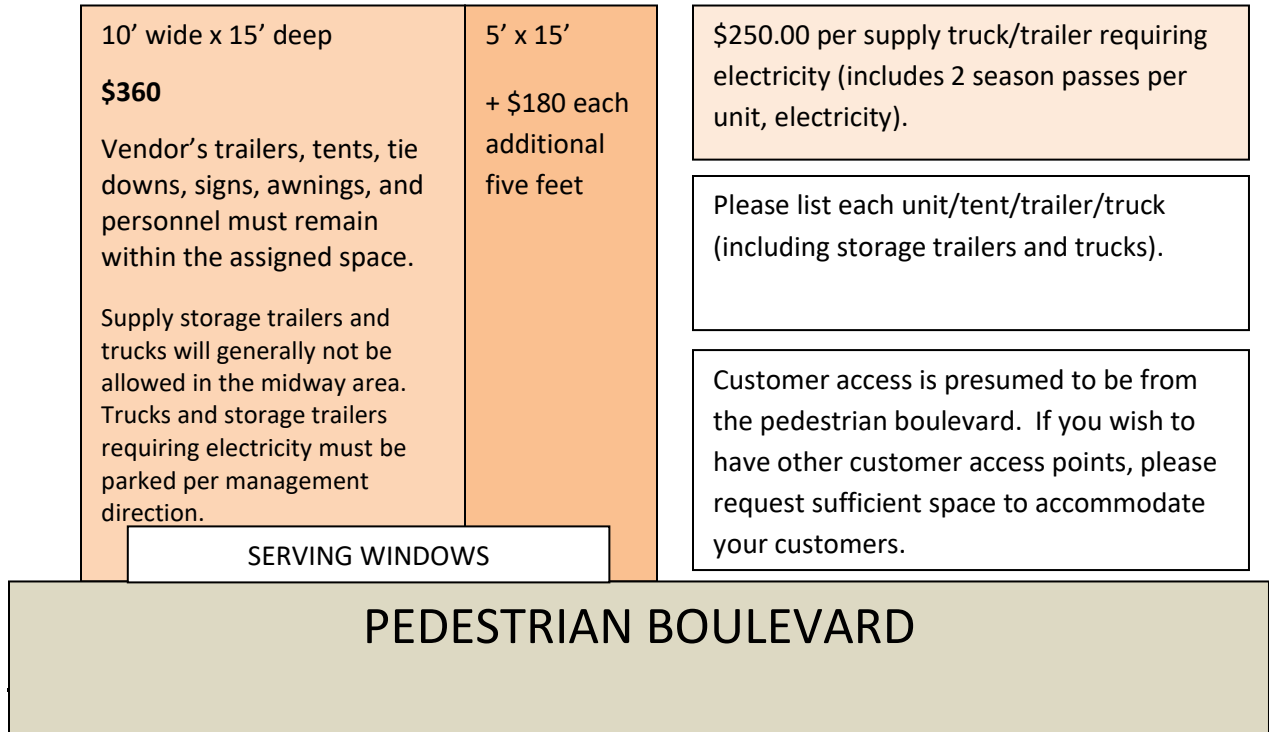
OR

\$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.



Fryers, grills, and other cooking appliances that use or produce oil/grease are subject to inspection by the fire inspector. The fair is charged for each unit by the fire inspector. Units that must be inspected will incur a \$100 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 also responsible for a commission fee of 8% of their daily gross receipts.**

**+ Basic services fee:**

\$50.00 **per unit** (includes 2 season passes per unit and water).

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.

## 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 April 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 May 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 1, no rental fees will be refunded or credited.

**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              |
|----------------|------------------------|------------------------|------------------------|
| <b>Indoor</b>  | By appt.               | 2:00 p.m. - 8:00 p.m.  | 9:00 a.m. – 11:00 a.m. |
| <b>Outdoor</b> | 10:00 a.m. - 8:00 p.m. | 10:00 a.m. - 8:00 p.m. | --- no ---             |
| <b>Food</b>    | 10:00 a.m. - 8:00 p.m. | 10:00 a.m. - 8:00 p.m. | --- no ---             |

## SALES TIMES

|                | Wednesday                           | Thursday – Saturday                 | Sunday                             |
|----------------|-------------------------------------|-------------------------------------|------------------------------------|
| <b>Indoor</b>  | 12:00 p.m. - 9:00 p.m.<br>Required  | 10:00 a.m. - 9:00 p.m.<br>Required  | 10:00 a.m. - 5:00 p.m.<br>Required |
| <b>Outdoor</b> | 12:00 p.m. - 9:00 p.m.<br>Required  | 10:00 a.m. - 9:00 p.m.<br>Required  | 10:00 a.m. - 5:00 p.m.<br>Required |
| <b>Food</b>    | 12:00 p.m. - 11:00 p.m.<br>Required | 10:00 a.m. - 11:00 p.m.<br>Required | 10:00 a.m. - 5:00 p.m.<br>Required |

## TEAR DOWN TIMES

|                            | Sunday                         | Monday                 |
|----------------------------|--------------------------------|------------------------|
| <b>Indoor/Outdoor/Food</b> | 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 removed 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. See above chart for set up times. Dismantling may start at 5:00 p.m. on Sunday of fair week. Food vendor 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 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 with water and electricity 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 2025 OCFA Vendor Rate Guide. Additional daily passes may be purchased for \$5.00 each (includes parking) prior to 12:00 PM, June 25, 2025.

**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, even if you do not sell anything at the fair.

**LIABILITY** - In the event that OCFA shall be held liable for any event which might result from a particular vendor's action or failing to act in any matter whatsoever, such vendor shall reimburse OCFA and hold OCFA harmless from liability resulting there from.

**BOOTH/UNIT LOCATION** - Vendor's location is assigned for one year only. Expect change.

**PARKING** – For \$20, vendors may obtain one special vendor pass to park one vehicle in the vendor parking lot. A regular admission pass entitles a vendor to park in any public parking lot.

**FIRE INSPECTIONS** - Mobile kitchens that fry, grill, or in other ways use or produce oil/grease must provide code approved ventilation systems and fire suppression systems. Owners seeking an exception under SPS 314.50 will be required to verify that they meet the code requirements for an exception. Fire inspections primarily relate to food vendors and amusement rides although the inspector may ask that any visible violation of the building/fire code be corrected.

**FOOD SAFETY INSPECTIONS** - All vendors serving food may be subject to Outagamie County inspection and licensing. For licensing information, go to <https://www.outagamie.org/government/f-through-m/health-human-services/public-health/environmental-health>. If you are licensed in another jurisdiction, please bring a copy of your license and a copy of your most recent inspection report.

**SECURITY DEPOSIT** – A security deposit equal to ½ space rental fee is required along with rental fee. (Security deposit is 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.

**PAYMENT DUE DATES:** **Rent:** Due with signed contract - not with application  
**Security Deposit:** Due with signed contract - not with application

**BOTTLED SOFT DRINKS AND WATER** - Vendors selling bottled soft drinks and water must order all product through the Outagamie County Fair. The minimum price to the public for soft drinks is established by the fair and will be posted prior to set-up. A telephone number for ordering soda, water and ice will be provided to vendors at check-in. Bottled soft drinks and water purchased through OCFA are not subject to the 8% commission. Free water can be distributed in 6 oz or 8 oz paper or plastic cups. No FREE bottles of water can be distributed.

**ALCOHOL SALES** - The OCFA is responsible for all alcohol sales. Vendors are prohibited from selling alcohol on the fairgrounds.

**PROHIBITED ITEMS** - The OCFA does not allow the sale or display of firearms, knives, blowguns, snappers, fireworks, or laser lights. The OCFA has the authority to have objectionable materials, items, etc. removed from any vendor's booth.

**COLLECTION OF ATTENDEE INFORMATION** - Any vendor desiring to take a registration of names for any type of giveaway must have permission from the OCFA before proceeding and must fully explain the manner in which the names obtained will be used. No such list of names taken at the Outagamie County Fair may be given away or sold.

**All rules and regulations as printed in this contract are directed to all vendors and should not be confused with any rules and regulations for Jr. Fair and Open Class Exhibitors.**

**Any vendor failing to abide by the rules and regulations stated herein will forfeit the full amount of their space rental fee and deposit.**

**By signing the space rental contract, you agree to follow and abide by these rules.**



# 2025 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](mailto:manager@OutagamieCountyFair.info)

Fair Dates: June 25 - 29, 2025

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 sheet.
4. Photos or diagrams of your display/booth/tent/trailer indicating service windows.
5. Completed power request form for each food vendor trailer/truck/tent.

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 2025 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)
- \_\_\_\_\_ x \$5 for additional DAILY admission/parking passes.
- \_\_\_\_\_ x \$20 for additional SEASON admission/parking passes.
- One vendor parking lot pass (\$20).
  
- 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 \_\_\_\_\_



# 2025 Outagamie County Fair Food Vendor 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:

**2025 Outagamie County Fair, Seymour, WI, Wednesday, June 25 through Sunday, June 29**

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

APPLIANCE #1

VOLTAGE

WATTAGE

APPLIANCE #2

VOLTAGE

WATTAGE

APPLIANCE #3

VOLTAGE

WATTAGE

APPLIANCE #4

VOLTAGE

WATTAGE

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.***

# Wisconsin Temporary Event Operator and Seller Information

Information on this form is required under sec. 73.03(38), Wis. Stats.

Instructions on reverse side.

|   |   |
|---|---|
| <b>E<br/>V<br/>E<br/>N<br/>T<br/><br/>O<br/>P<br/>E<br/>R<br/>A<br/>T<br/>O<br/>R</b> | <b>PART A: Event Information: To be completed by the operator of the temporary event</b>  |
|   | 1. Name of Temporary Event _____  |
|   | 2. Date(s) of Temporary Event _____   |
|   | 3. Location of Temporary Event (e.g., Venue, City) _____  |
|   | <b>PART B: Operator Information: To be completed by the operator of the temporary event</b>   |
|   | 1. Name and Address _____   |
|   | 2. Daytime Telephone Number (    ) _____  |
|   | 3. Email Address _____  |
|   | 4. Wisconsin Tax Account Number _____ - _____ - _____   |
|   | If blank, check appropriate box:<br><input type="checkbox"/> No Taxable Sales <input type="checkbox"/> Exempt under Occasional Sales Rule <input type="checkbox"/> Exempt Nonprofit Organization<br><input type="checkbox"/> Other – Explain: _____ |

|   |   |
|---|---|
| <b>S<br/>E<br/>L<br/>L<br/>E<br/>R</b>  | <b>PART C: Seller Information: To be completed by seller and given to event operator on or before the first day of event.</b> |
|   | <b>THIS IS NOT AN APPLICATION FOR A WISCONSIN TAX ACCOUNT – SEE INSTRUCTIONS</b>  |
|   | 1. Legal Name _____   |
|   | 2. Business Name _____  |
|   | 3. Address (Street or Route) _____  |
|   | 4. City, State and Zip Code _____   |
|   | 5. Home Telephone Number (    ) _____<br>Business Telephone Number (    ) _____   |
|   | 6. Wisconsin Tax Account Number _____ - _____ - _____   |
|   | 7. Social Security Number X X X - X X - _____   |
|   | 8. Federal Identification Number (FEIN) X X - X X X _____   |
| 9. Check one box indicating the type of activity you intend to engage in at this event:<br><input type="checkbox"/> Selling Taxable Merchandise or Service <input type="checkbox"/> Display Only<br><input type="checkbox"/> Selling Exempt Merchandise or Service <input type="checkbox"/> Exempt under Occasional Sales Rule<br><input type="checkbox"/> Direct Sellers, Company Name _____ <input type="checkbox"/> Nonprofit Organization |   |

I declare that the information on this form is true and correct to the best of my knowledge and belief and that I am authorized to sign this form.

Print Name: \_\_\_\_\_

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

Information about temporary events, including forms, instructions and Common Questions can be found on the Department of Revenue's website at [revenue.wi.gov/html/temevent.html](http://revenue.wi.gov/html/temevent.html). If you have additional questions, please contact the Department of Revenue by email at [DORTempEvents@wisconsin.gov](mailto:DORTempEvents@wisconsin.gov) or telephone at (608) 264-4582. See reverse side for submission instructions.

**\*\* Do not email event reports to maintain confidentiality of seller information \*\***

# Instructions for Completing Operator and Seller Information

## EVENT OPERATOR:

An “operator” is defined as a person or entity (such as an individual, association, partnership, corporation, or non-profit organization) that arranges, organizes, promotes, or sponsors an event. An operator may also be referred to as an organizer, exhibitor, or decorator. An operator may or may not be the owner of the property or premises where the event takes place. An operator may also be a seller at the event.

**Note:** A Wisconsin tax account number (formerly seller’s permit) is required if selling taxable merchandise or services. Admission fees are subject to sales tax in Wisconsin.

**Step 1:** Complete Parts A and B.

**Step 2:** Provide a copy of *Wisconsin Temporary Event Operator and Seller Information* (Form S-240) with Parts A and B completed to each seller participating in your event.

To obtain additional copies of Form S-240 go to the Department of Revenue’s website at [revenue.wi.gov/forms/sales/index.html](http://revenue.wi.gov/forms/sales/index.html). If you prefer, you may use the fill-in form available from the same website.

**Step 3:** Submission – Event Operator.

Submit compiled vendor information to the department as soon as possible but no later than 10 days from event closing using one of the following methods:

- **Electronic Reporting:** If you have all the required sellers’ information, use the Excel spreadsheet provided at [revenue.wi.gov/html/temevent.html](http://revenue.wi.gov/html/temevent.html). (Excel viewer is available.) Fill in the information for all sellers participating at the event and submit using the department’s secure file transmission application at [revenue.wi.gov/Pages/OnlineServices/wteptran.aspx](http://revenue.wi.gov/Pages/OnlineServices/wteptran.aspx) or by U.S. Mail. **Do not email event reports to maintain confidentiality of seller information.**
- **Paper Reporting:** Mail completed Forms S-240 or a printed version of spreadsheet to:

Temporary Events Program  
Wisconsin Department of Revenue  
PO Box 8902  
Madison WI 53708-8902

Revenue Field Agents attend temporary events to verify registration of sellers. Sellers must have evidence of their Wisconsin tax account number at the event.

## SELLER:

A “seller” is defined as a person or entity involved with selling merchandise or providing taxable services at a temporary event. A seller may also be referred to as a vendor, exhibitor, or booth owner.

**Important: This form is not an application for a Wisconsin Tax Account Number.** If you do not already have a tax account number but are required to, you will need to apply for one directly with the Department of Revenue prior to the event. You can apply online or download an application, *Application for Business Tax Registration* (Form BTR-101) on the department’s website, [revenue.wi.gov/forms/sales/index.html](http://revenue.wi.gov/forms/sales/index.html). Not all sellers are required to obtain a Wisconsin tax account number. Some of the reasons a seller may not need a tax account number are:

- The seller only sells tax-exempt items, such as vegetables for home consumption.
- The seller is only displaying at the event, no onsite orders are being taken, and taxable merchandise is not later shipped into Wisconsin.
- The seller qualifies for the occasional sale exemption. ([See Publication 228, Temporary Events.](#))

If you have questions regarding applying for a Wisconsin tax account number, contact any Department of Revenue office, visit our website, or call (608) 266-2776.

**Step 1:** Complete Part C (event operator should complete Parts A and B).

Line 1: Enter your individual, partnership, association, or corporate name.

Line 2: Enter your business name, if different.

Line 3: Enter the address of the physical location of your business. If different, also provide your mailing address.

Line 6: Enter your 15-digit Wisconsin tax account number. You can find this number on your Form ST-12.

This number is **not** your 6-digit seller’s permit number issued to you prior to December 31, 2002.

Lines 7 & 8: Enter the last four digits of your social security number and/or federal employer identification number. This is required under sec. 73.03(38), Wis. Stats., if you do not provide a tax account number.

**Step 2:** Submit completed form to event operator on or before the first day of the event.