



OUTAGAMIE COUNTY FAIR

June 24-28, 2026

COMMERCIAL VENDOR

RATE GUIDE

RULES & REGULATIONS

By signing the 2026 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
<u>Set-Up Entrance</u> (Mon - Tues)	468 Henry St OR 301 Eagle St Seymour, WI 54165 Seymour, WI 54165
Delivery Entrance (Wed - Sun)	301 Eagle St Seymour, WI 54165
Fair Website:	www.OutagamieCountyFair.com

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'
\$300	+\$150 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:**

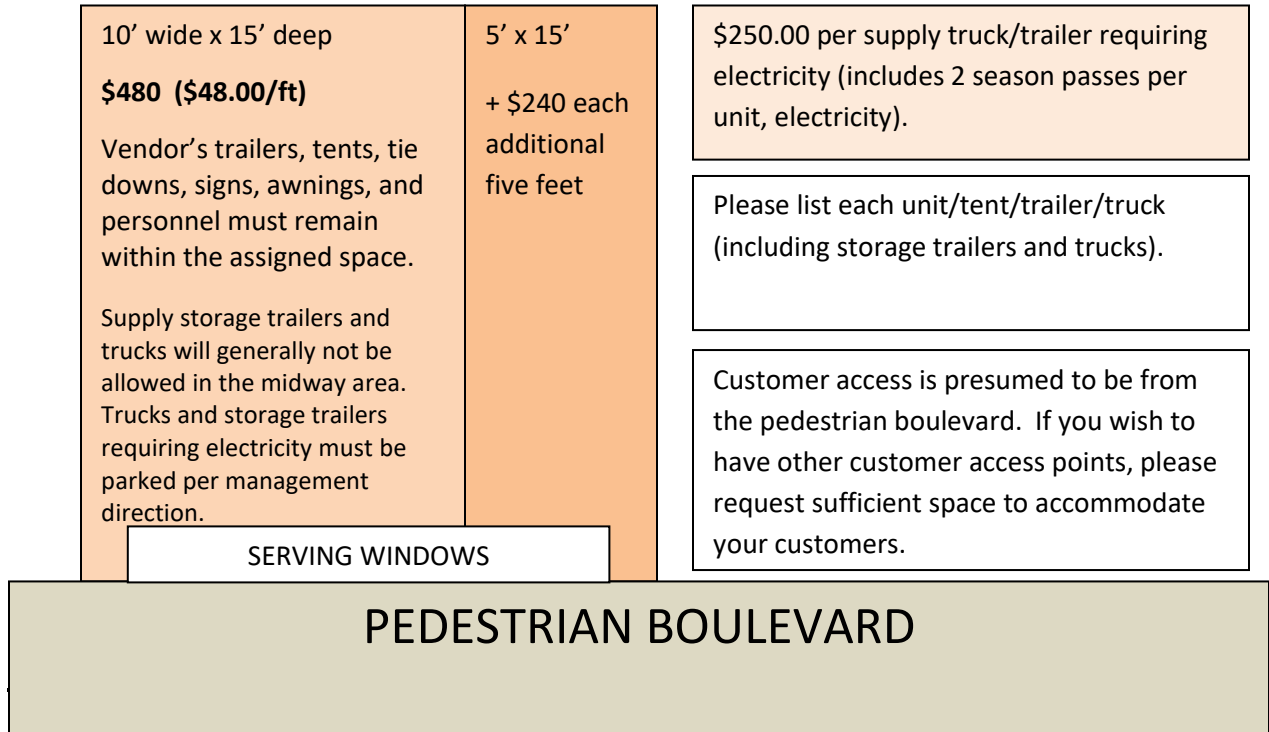
\$35.00 per unit (includes 2 season passes per unit, **120v** electricity).

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.



Food trailers/tents/booths are subject to inspection by the fire inspector. 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).

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
Indoor	By appt.	2:00 p.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
Market	4:00 p.m. - 9:00 p.m. Optional	12:00 p.m. - 9:00 p.m. Optional	
Food	12:00 p.m. - 11:00 p.m. * Required	11:00 a.m. - 11:00 p.m. * Required	11:00 a.m. - 5:00 p.m. * Required

* Outdoor vendors and food vendors may open early and close late.

TEAR DOWN TIMES

	Sunday	Monday
Indoor/Outdoor/Food	5:00 p.m. – 8:00 p.m.	9:00 a.m. – 7:00 p.m.
	Vehicle access after 5:30 p.m.	Vehicle access all day

SETUP INFO

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 other 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 7:00 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.

DELIVERY AND REMOVAL OF MATERIALS – Delivery entrance – 301 Eagle St, Seymour, WI 54165. Delivery or removal of supplies by vehicle is permitted around the expo building or midway areas every morning until 9:00 a.m. Deliveries after 9:00 a.m. will need to be moved to the booth/trailer by hand.

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 an 8% (eight percent) commission on their gross receipts (total sales) 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.

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 2026 OCFA Vendor Rate Guide. Additional daily passes may be purchased for \$5.00 each (includes parking) prior to noon on opening day.

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.

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.