



715.281.3822

WaupacaCountyFair.org

Info@WaupacaCountyFair.org

P.O. Box 713 Weyauwega WI 54983

## **2024 Concessionaire/Commercial Exhibitor Contract**

**Fair Dates:** *August 21-25, 2024*

**Application Date:** \_\_\_\_\_

**Legal Business Name:** \_\_\_\_\_

**DBA:** \_\_\_\_\_ **TIN Number / SS#** \_\_\_\_\_

**Name of Owner:** \_\_\_\_\_

**Name of Onsite Manager:** \_\_\_\_\_

**Permanent Mailing Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Business Phone:** ( ) \_\_\_\_\_ **Cell Phone:** ( ) \_\_\_\_\_

**Email:** \_\_\_\_\_

**Web Address:** \_\_\_\_\_

**Social Media:** \_\_\_\_\_

I am a:  New Vendor  Returning Vendor

I am requesting the same location as last year:  Yes  No

**If you have any LOCATION requests, please list them here:** (near or away from activities, by a specific vendor, etc):

WCF will take the requests of vendors into consideration and make final decisions based on any applicable regulations, balancing the needs of all vendors and enhancing fairgoer's overall experience.

**INSURANCE:** Vendors must provide their own liability insurance, Worker's Compensation Insurance and name WCF as an additional insured.  
 I will send copy of Insurance by July 15  I will be purchasing liability insurance under the fair's insurance policy (\$125)

**W-9 Form (State of Wisconsin Requirement)** Fill able form: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>  
 I have included my W-9  I Will send my W-9 by July 15

**ITEMS FOR SALE/MENU** Please attach a list of items (or menu) you plan to sell at WCF.  
WCF reserves the right to choose final fair vendors based on items being sold.  
 I have included a copy of my "menu"  I will send my "menu: by July 15

**BRIEF BIOGRAPHY:** Please attach a brief biography to use for WCF website/Facebook posts and PA announcement during fair. If you have photos/logos you would like used that are available on your website/Facebook page, please email them to: waupacacountyfair.com

### **The Waupaca County Fair Mission**

To continue the great tradition of educating youth and the general public about agriculture, mechanical and household sciences while creating a fun and interactive environment for all ages.



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## VENDOR SPACE & SUPPLIES

### INDOOR BOOTH:

# of Single booths (10' x 10') \_\_\_ @\$140      Total: \$\_\_\_

# of Double Booths (10' x 20') \_\_\_ @\$250      Total: \$\_\_\_

Electricity Required? \_\_\_NO \_\_\_ YES (Vendor provides cords)

Usage Fee # of cords to be used: \_\_\_ @\$10/each      Total: \$\_\_\_

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### OUTDOOR/FOOD VENDOR SPACE:

Frontage Length (in feet): \_\_\_ @ \$25/foot      Total: \$\_\_\_

Electricity Required? \_\_\_NO \_\_\_ YES (Vendor provides cords)

110v # of cords used (including supply vehicle): \_\_\_ @\$35/each      Total: \$\_\_\_

220v # of cords used (including supply vehicle): \_\_\_ @ \$60/each      Total: \$\_\_\_

Water \_\_\_NO \_\_\_ YES (vendor provides food grade hoses)

### FOOD VENDOR:

\_\_\_ I understand garbage, gray water & grease MUST be disposed of in PROVIDED containers

\_\_\_ **FOOD STANDS** will be required to pay 7% of total gross sales during 2023 WCF by 9p Sunday at the fair.

### VENDOR CAMPING: (LIMITED SPACE AVAILABLE)

Non-Electric # of sites: \_\_\_ @ \$100/ea \_\_\_ FT. (Camper Size)      Total \$\_\_\_

Electric # of sites: \_\_\_ @ \$125/ea \_\_\_ FT. (Camper Size)      Total \$\_\_\_

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The WCF is now accepting Credit and Debit cards (3% service fees applied)

Make Checks payable to: Waupaca County Fair

**THE PERSON SIGNING THIS CONTRACT IS RESPONSIBLE TO INFORM ANY AND ALL PERSONS WORKING YOURT VENDOR SPACE OF ALL WCF VENDOR RULES AND REGULATION.**

Contract Signature: \_\_\_\_\_

By signing below, the vendor acknowledges that they has read and agree with the Waupaca County Fair 2024 Rules and Regulations. The Vendor agrees to abide by them and all other regulations of the city, county and state.

Vendor Name: (please print) \_\_\_\_\_

Vendor Signature: \_\_\_\_\_

WCF Manager: \_\_\_\_\_ Date: \_\_\_\_\_

**Card Information (3% Service Fee applied)**

Name on Card: \_\_\_\_\_

Card#: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Security Code: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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

Email: [info@waupacountyfair.com](mailto:info@waupacountyfair.com)

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## **2024 Waupaca County Fair Rules and Regulations**

Please take time to thoroughly review the following rules and regulations for the Waupaca County Fair. Your signature on the contract binds you to all contract information and all rules and regulations as printed. The responsibility falls upon each concessionaire and vendor to take the time to thoroughly read and abide by all contract parts and the rules and regulations; failure to do so may result in fines, loss of space and/or general inconveniences on your part.

- The Waupaca County Fair is in no way responsible for the damage of property of concessionaires and vendors due to theft, fire, water and natural causes such as weather conditions; including any personal injury of exhibitors and their employees. Exhibitors/Concessionaires should take adequate steps to avoid theft or damage to their property and also carry the necessary liability and worker's comp. insurance.
- Exhibit booths and concessions must be staffed during the fair hours. There *may* be an area for non-staffed booths in the commercial building. All booths are required each day to maintain a neat and orderly appearance.
- The fairgrounds hours are from 8am-midnight each day. Commercial building hours 10:00am-9:00pm Thursday-Saturday.
- No animals/pets are permitted in the exhibit areas or adjacent to the areas. Exclusions are permitted for service animals such as police dogs and handicap guide dogs.
- All grounds and building layouts will be at the discretion of the fair manager and fair board taking into consideration all input received to best meet the needs of all parties.
- The fair manager reserves the right to re-rent space not occupied by the concessionaire/exhibitor by the appointed start time of the Waupaca County Fair with NO REFUND of monies paid to the fair for deposits or rental of location.
- Contracts, supplemental information and monies are to be received by **June 1, 2024** to guarantee a location. Cancellations received prior to **August 1, 2024** will receive a full refund minus a \$50.00 processing fee. Cancellations received **August 1-15, 2024** will receive a 50% refund. Any cancellations after August 15, 2024 will forgo their payment.
- Set-up times for concessionaires/Exhibitors will take place **Sunday through Tuesday– 9:00a-5:00p**. The midway opens at noon on Wednesday, August 21. Concessionaires/Exhibitors are responsible for decorating their space.
- No exhibit, location set-up or booth may be dismantled, taken down or removed from the assigned location prior to the specified and printed dismissal time. Violation of this rule may jeopardize your return to the fair in future years or if allowed to return your location may no longer be guaranteed.
- Take down, removal and dismissal times:
  - Commercial building booths – **Sunday, August 25, 2024 after 6:00pm**
  - Outdoor Vendors – **Sunday, August 25, 2024 after 6:00pm**
- A fairgrounds electrician will inspect all electrical hook-ups and can be available to assist with advanced appointment request (note the electrician is not on the grounds at all times).
- No sale of weapons of any type (such as knives, throwing stars, guns of any type, etc.) laser lights, fireworks, offensive named or odorous products, and any products deemed not safe or of poor image. The Waupaca County Fair Manager has the authority to have objectionable materials, items, etc. removed from any exhibitor's booth/space.
- No subletting of your space/location is permitted; nor is it transferable.
- No parking or camping on the fairgrounds – except in the designated areas with proper payment, registration and identification.
- No soliciting or selling merchandise, including passing out brochures/literature, outside of rental/approved area.
- All camping areas will remain neat and orderly utilizing appropriate waste receptacles for all recycling and trash needs. No campfires will be allowed in any campsite during the fair.

Your cooperation in abiding by these rules and regulations is greatly appreciated!

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# **WEYAUWEGA FIRE DEPARTMENT**

## **FOOD VENDOR REQUIREMENTS**

### **ALL REQUIREMENTS ARE PER THE 2021 INTERNATIONAL FIRE CODE**

#### **ALL Tents Must:**

- 1) Be certified FLAME RESISTANT—with NFPA 701 Label
- 2) Have a “NO SMOKING” sign posted.
- 3) Be placed 20 FEET from any cooking area/device.

**NO EATING IS ALLOWED IN ANY TENT IN WHICH COOKING TAKES PLACE UNLESS PREVIOUSLY APPROVED BY THE FIRE DEPARTMENT.**

#### **Fire Extinguisher(s) Required:**

- 1) A minimum of one 5 lb., ABC, dry chemical (2A:20B:C) fire extinguisher is required for all tents.
- 2) If deep frying or cooking with oil, a minimum of a 10 lb., ABC (4A:40B:C) extinguisher or 1 Class K extinguisher and one 5 lb., ABC, dry chemical (2A:20B:C) extinguisher is required.

#### **Allowable Distances of Other Cooking Areas from Any Structures (Including Tents):**

- 1) Charcoal cooking – 20 FEET.
- 2) LP gas (NOT cooking with oil/grease) -LESS THAN OR EQUAL TO 500 GALLON container of LP—10 FEET  
-GREATER THAN 500 GALLON container of LP—25 FEET
- 3) Electric (cooking with oil/grease) – 20 FEET. -Unit must be: Electric, Commercially Manufactured, & UL Listed
- 4) Electric cooking (NOT cooking with oil/grease) – 10 FEET.
- 5) NO OPEN FLAMES ALLOWED

#### **ALL VIOLATIONS MUST BE CORRECTED IMMEDIATELY**

#### **PLEASE NOTE:**

**This is not a complete listing of the fire regulation, only an example of commonly violated regulations. The Fire Chief may modify the above regulations. The Fire Chief has the ultimate authority of regulations by Local & State Law.**

## *2024 Waupaca County Fair Supplemental Vendor Information*

### **Fair Hours:**

The Waupaca County Fair Commercial Exhibit Building will be open to the public Wednesday through Sunday. Each exhibitor is strongly encouraged to keep at least one attendant in their booth during all designated times except for restroom or lunch breaks. The fair cannot be held responsible for any theft, damage, vandalism, or any activity causing loss to the exhibitor. **Commercial building hours will be 12:00p - 9:00p on Wednesday, 10:00a to 9:00p Thursday through Saturday and 10:00a to 6:00p on Sunday.** The fairgrounds will be open from 10:00am - close each day. Hours are subject to change at the discretion of the Waupaca County Fair manager.

### **Power:**

All attempts will be made to provide power as requested. Please be patient – an electrician will be available to assist you (with advanced notice) and will check on all of your hookups for safety and code. Please bring the proper power cords/extension cords and outlet ends to cover your specific needs. Most outdoor pedestals have one 50 amp, one 30 amp and two 110 outlets. Please plan accordingly.

### **Beverages – Soft Drinks, Bottled Water and Ice**

Waupaca County Fair doesn't have contract for beverage this year. Each vendor is responsible for soda and water. Ice will be available on grounds to buy. Waupaca County Fair has exclusive right for alcoholic beverages.

### **Potable Water, Gray Water and Cooking Oil Disposal:**

Bring water hose and containers for cleaning your utensils, etc. Be sure to bring enough food-grade hose and splitters for any circumstances! All food vendors must dispose of gray water and used cooking oil at specially designated locations and in the designated containers only. You will be given the disposal locations at check-in. No gray water or used cooking oil may be disposed of in any other way and violators of this rule are subject to removal from the event and payment of all related costs in the clean-up of contaminated areas.

### **Trash Receptacles:**

All vendors are responsible for keeping their areas clean and free of trash. Please bring trash bags along and use them as needed. Make sure you have plenty of trash receptacles near your area, and replace garbage liners as needed. Filled trash bags should be put in the appropriate dumpsters located on the grounds. Trash pick-ups will be made as often as possible during the day. Please keep the area around your vendor space clean at all times!

### **Admission Tickets:**

All vendors will receive 15 daily passes with the option to purchase additional daily passes at \$5.00 The WCF reserves the right to limit the number of weekly and daily passes. The additional passes can only be purchased until NOON on Wednesday August 23, 2023. After NOON the gate admission prices will be charged. No one will be allowed to enter the Waupaca County Fair without a daily pass.

### **Service Vehicles/Golf Carts**

Only vehicles absolutely needed to hold inventory will be allowed to remain in the designated area during normal operating hours. Vehicles used for overnight accommodations will be allowed only in the designated camping area in the fairgrounds, and will be assessed an overnight fee equal to that charged in our overnight stay area. Vehicles, including golf carts or any type of ATV/UTV, will be allowed on the grounds from 5a-9a daily, unless prior written approval from the WCF.

**Safety, Fire and Health Codes:**

The exhibitor must comply with all safety, fire, and health ordinances and laws of the City of Weyauwega, County of Waupaca, the State of Wisconsin, and the Department of Agriculture, Trade and Consumer Protection and the Markets of the State of Wisconsin. Food vendors must comply with appropriate ansul systems according to NFPA regulations and will be inspected by Weyauwega Fire Department Fire Inspectors. Failure to comply will result in the shutdown of your food stand for safety reasons!

**Insurance:**

Exhibitors must provide a certificate of liability insurance, worker's compensation insurance (if you have hired employees) and list the Waupaca County Fair as an additional insured and certificate holder. The fair will not be liable for any damage or loss to exhibitors' property through theft, fire, accident, or any other cause. Exhibitors must insure their own exhibit and materials. A current certificate of insurance must be provided before any setup is allowed - no exceptions!

*Please see review your contract and additional information, rules and regulations you received. Items are subject to change at the discretion of the Waupaca County Fair and management staff. Thank you!*