



715.281.3822

WaupacaCountyFair.org

Info@WaupacaCountyFair.org

P.O. Box 713 Weyauwega WI 54983

Dear Indoor/Outdoor Concessionaires:

The 152nd Waupaca County Fair is scheduled for August 20 – 24, 2025. Be a part of history, the fair board and fair manager has been working hard to plan our 152nd annual fair. Our focus is on growing the fair by having, an attractive layout, entertainment, exhibits and opportunities for all. At this time, we would like to extend an invitation for you to be part of our fair this year. Make sure to reserve your space as soon as possible. The Fair will open at Noon on Wednesday and close at 9p on Sunday.

Please visit our website www.WaupacaCountyFair.com for complete information, schedule and line-up as they are made available.

As we continue to improve our fair, we may be making some adjustments to our ground's layout to improve, safety, security, appearance and customer mobility to create the best possible experience for all. If you have been a part of our fair in the past, we will try to honor past locations but know that there may be some movement in preparation for our future goals and objectives. The Waupaca County Fair Board and manager have been working very hard to promote, advertise and welcome new and returning fairgoers through many means allocating a great deal of time and money.

Please carefully take appropriate time to read, review and/or complete the rules and regulations, the contract and all other necessary supporting documentation to ensure a complete understanding and preparedness to maximize your experience at the 2025 Waupaca County Fair. Please adhere to all deadlines to avoid late fees or loss of spot. Take special note of the Waupaca County Fair Business contact information located above for your records. We look forward to our time with you during the 2025 Waupaca County Fair August 20-24, 2025. Please do not hesitate to call or email me with any questions and I will gladly respond as efficiently as possible.

Best regards,

Richard N. Luedke

Richard N. Luedke

920-284-0110

Waupaca County Fair Manager

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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2025 Concessionaire/Commercial Exhibitor Contract

Fair Dates: *August 20-24, 2025*

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

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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: \$ ____

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 2025 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 have read and agree with the Waupaca County Fair 2025 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@waupacacountyfair.org

Waupaca County Fair

PO BOX 713

Weyauwega, WI. 54983

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Wisconsin Temporary Event Operator and Seller Information

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

Instructions on reverse side.

| | | |
|---|---|--|
| E V E N T O P E R A T O R | PART A: Event Information: To be completed by the operator of the temporary event | |
| | 1. Name of Temporary Event <u>WAUPACA COUNTY FAIR</u> | |
| | 2. Date(s) of Temporary Event <u>AUGUST 20-24, 2025</u> | |
| | 3. Location of Temporary Event (e.g., Venue, City) <u>WEYAUWEGA, WI 54983</u> | |
| | PART B: Operator Information: To be completed by the operator of the temporary event | |
| | 1. Name and Address <u>RICHARD N. LUEDKE</u> | |
| | 2. Daytime Telephone Number <u>(920) 284-0110</u> | |
| | 3. Email Address <u>Info@WaupacaCountyFair.com</u> | |
| | 4. Wisconsin Tax Account Number <u>4 5 6 - 0 0 0 0 1 7 2 2 0 0 - 0 2</u> | |
| | If blank, check appropriate box: | |
| <input type="checkbox"/> No Taxable Sales <input type="checkbox"/> Exempt under Occasional Sales Rule <input checked="" type="checkbox"/> Exempt Nonprofit Organization | | |
| <input type="checkbox"/> Other - Explain: _____ | | |
| S E L L E R | PART C: Seller Information: To be completed by seller and given to event operator on or before the first day of event. | |
| | THIS IS NOT AN APPLICATION FOR A WISCONSIN TAX ACCOUNT - SEE INSTRUCTIONS | |
| | 1. Legal Name _____ | |
| | 2. Business Name _____ | |
| | 3. Address (Street or Route) _____ | |
| | 4. City, State and Zip Code _____ | |
| | 5. Home Telephone Number (____) _____ | |
| | Business Telephone Number (____) _____ | |
| | 6. Wisconsin Tax Account Number _____ - _____ - _____ | |
| | 7. Social Security Number <u>X X X - X X -</u> _____ | |
| 8. Federal Identification Number (FEIN) <u>X X - X X X</u> _____ | | |
| 9. Check one box indicating the type of activity you intend to engage in at this event: | | |
| <input type="checkbox"/> Selling Taxable Merchandise or Service <input type="checkbox"/> Display Only | | |
| <input type="checkbox"/> Selling Exempt Merchandise or Service <input type="checkbox"/> Exempt under Occasional Sales Rule | | |
| <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. If you have additional questions, please contact the Department of Revenue by email at DORBusinessTax@revenue.wi.gov or telephone at (608) 266-2776. 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. 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. (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/eserv/wteptran.html 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 8910
Madison WI 53708-8910

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. 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.

2025 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 20, 2025. 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!