

Kenosha County Fair
PO Box 96 / 30820 111th Street
Wilmot, WI 53192
262-862-6121
262-862-9666 Fax
fairmanager@kenoshacofair.com



2018 Vendor Information and Application

Thank you for your interest in exhibiting and/or being a vendor at the Kenosha County Fair. 2018 marks the 98th Kenosha County Fair with dates of August 15-19. We average between 50,000 – 75,000 guests each year. We have a grandstand with a capacity of 5,500 people.

New Vendor Applications will be reviewed to determine if similar products are already offered. New Vendor Applications must be submitted with a photo, but do not need to send a deposit check with the application. Once the application has been accepted, a signed contract will be returned and a deposit will be due at that time.

General Information:

The **Outdoor Exhibit Space** is charged by the frontage foot with a minimum of 15 feet required. If you required additional space, it is added in 5 foot increments. Water is included in the rental fee, but electricity fees apply based on type required. Water is not available on all sites. All vendors are required to submit a complete list of all items you wish to sell. Exhibit space requirements must include trailer tongues, tie downs, awnings, etc.

The **Indoor Exhibit Space** consists of a 10 x 10 space. Charges include one 120-volt electrical outlet. There is WI-FI available in the Commercial Building at no cost to the vendors.

Each vendor is required to provide a **Certificate of Insurance** naming the Kenosha County Fair Association, Inc. as additional insured in the amount of \$1,000,000. This Certificate must be received by the Fair Office before you will be allowed on the fair grounds.

A **Camping area** is available, but space is extremely limited. There is a separate registration form if you are interested in camping during the Fair.

One **Complimentary Weekly Pass** is provided with each contract. Additional tickets can be purchased on the Vendor Application form or at the Fair office. We offer two options for tickets. A 5 Day Season Pass for \$30.00 or a block of 5 Daily Tickets for \$30.00 (this is a discounted rate off the Main Gate price of \$10.00 per day and is available for vendors/exhibitors only). All vendors/exhibitors/concessionaires must have a ticket to enter the grounds each day.

Vendor packets (including 1 complimentary ticket and additional purchased tickets, space location, camping location, and payment receipt) can be picked up upon arrival at the fair Monday and/or Tuesday from 9AM – 6PM in the Fair Office located at the south end of the Fairgrounds.

Thank you for considering the Kenosha County Fair. We look forward to reviewing your application!

Sincerely,

Denise Zirbel
Fair Manager

Kenosha County Fair Vendor/Exhibitor Rules and Regulations

The following rules and regulations shall apply. Violation of any of these terms shall cancel this contract.

- The Commercial Exhibit Building and outdoor exhibit area hours are 10AM to 9PM Wednesday and Thursday, 10AM – 10PM Friday and Saturday and 10AM – 7PM Sunday. The Commercial Building will be locked at the closing time each day and re-opened at 9:30AM each morning. All exhibits must be staffed during these hours. Outdoor exhibitors may remain open until the Midway closes. Food concessions may remain open until it is not profitable.
- Exhibits must be set up Monday and/or Tuesday between 9AM and 6PM, or from 8AM – 10AM Wednesday. **All** exhibits should be ready to open by 10AM Wednesday. If you choose to set up on Wednesday morning, please be aware that no vehicle traffic is allowed on the grounds after 8AM as the Fair will be open to the public at that time. Take down may **begin** on Sunday at 7PM, no vehicles will be allowed on the Fairgrounds until 8PM. All exhibits must be removed by 4PM on the day after the fair closes. A storage fee will apply for anything remaining after 4PM on the day after the fair closes. Early take down and/or departure will be subject to paying a deposit fee the following year and/or non-renewal of the contract.
- No vehicle traffic is allowed on the fairgrounds from 8AM – Midnight each day. This includes four wheelers and side by side vehicles. If deliveries arrive after 8AM, please contact the Fair Police for assistance in getting the delivery to the vendor.
- Each vendor is required to provide a Certificate of Insurance naming the Kenosha County Fair Association, Inc. as additional insured in the amount of \$1,000,000. This Certificate must be received by the Fair Office before you will be allowed on the fair grounds.
- This contract does not allow subletting of space and is not transferable. Vendors must exhibit all 5 days of the Fair.
- The cost of electrical connection, inspection fees and special phone fees are to be borne by the exhibitor. Exhibitors will provide their own tables, chairs, extension cords, etc. Electrical cords must be continuous with a 3 wire grounded plug.
- The applicant shall not interfere with other exhibitors by the excessive use of loud speakers, amplifiers of sound, radios, other broadcasting devices, and sound attracting gimmicks with final decision up to the Fair Manager.
- Posting of flyers will not be allowed to any Fair Grounds property, either permanent or temporary, or to a vehicle upon the Fair Grounds.
- The Kenosha County Fair reserves the right to cancel or deny any application by refunding the deposit and indicating the reason for the cancellation or denial. No refunds of deposit except by cancellation or denial of the contract. The Fair also reserves the right to assign booth/space location.
- No sale of weapons of any type (such as knives, throwing stars, chains, guns which shoot small beads, etc.); laser lights, and any products not safe or of poor image with the final decision being up to the Fair Manager.
- Exhibitors shall provide sufficient containers for trash in exhibit space.
- Food Vendors will be required to meet the State Department of Health Standards. Health Department personnel will inspect each food stand. Contact the Health Department at (262) 605-6700 with questions about licensing and inspections.
- No soliciting or selling merchandise, including passing out of brochures/literature outside of the rental location, this includes sandwich boards.
- All Storage trailers/trucks must have contact name and working phone number on the back door for emergencies. Storage trucks will be required to park in a designated area.
- The Kenosha County Fair is in no way responsible for the damage of property of exhibitor's due to theft, fire, water and natural causes such as weather conditions; including any personal injury of exhibitors and their employees.

**KENOSHA COUNTY FAIR ASSOCIATION INC.
2018 VENDOR AND EXHIBITOR RATES**

Indoor Space

<i>Commercial Exhibit Building (10 foot block)</i>	\$ 275.00
<i>Commercial Building Corner (if available)</i>	\$ 300.00
<i>Cost includes one 120-volt electrical outlet</i>	

Outdoor Space *(minimum depth 20+ feet)*

<i>15' Block</i>	\$ 275.00
<i>20' Block</i>	\$ 400.00
<i>25' Block</i>	\$ 450.00

Corner and Main Locations

<i>20' Block</i>	\$ 500.00
<i>25' Block</i>	\$ 550.00

Electrical Charges

<i>120 volts</i>	\$ 50.00
<i>220 – up to 30 amps</i>	\$ 100.00
<i>220 – over 30 and up to 80 amps</i>	\$ 125.00
<i>220 – above 80 amps</i>	\$ 150.00
<i>Hook up fee on all electric service over 120-volt</i>	\$ 50.00

These charges are valid from 4PM Tuesday to Midnight of the last day of the Fair. A \$50.00 surcharge will be assessed for any connection prior to 4PM Tuesday or after midnight on the last day of the Fair.

Other Charges

<i>Food Concession Charge</i>	\$ 150.00
<i>Stock Truck Parking (no electric)</i>	\$ 65.00
<i>Stock Trucking Parking with electric</i>	\$ 130.00
<i>Camping (additional form required, electric fee also applies)</i>	\$ 150.00

Ticket Prices

<i>5 Day Season Pass</i>	\$ 30.00
<i>Block of 5 Daily Passes*</i>	\$ 30.00
<i>Daily Admission Ages 12+</i>	\$ 10.00
<i>Daily Admission 7 – 11 years</i>	\$ 5.00
<i>Preferred Parking Permit</i>	\$ 10.00
<i>General Parking</i>	FREE

**Block of 5 Daily Passes are for Vendors ONLY! Tickets must be purchased by Wednesday of the Fair.*

ALL EXHIBITORS, VENDORS AND WORKERS WILL NEED A PASS TO ENTER THE FAIR – NO EXCEPTIONS!

Kenosha County Fair Association Inc.
2018 INDOOR VENDOR/EXHIBITOR CONTRACT

Kenosha County Fair Association Inc.
 PO Box 96 / 30820 111th Avenue
 Wilmot, WI 53192

262-862-6121 Fax: 262-862-9666
 Denise Zirbel, Fair Manager
 fairmanager@kenoshacofair.com

The Kenosha County Fair Association Inc., for the dates of August 15 - 19, 2018, enters into agreement with:

_____ Business Name

_____ Contact Person

_____ Address

(_____) _____
 Cellular Phone

_____ City, State, Zip

_____ Email Address (required)

_____ Contact Name on Fairgrounds 8/15-19

_____ Contact Number on Fairgrounds 8/15-19

There will be a limited number of parking spaces available to Indoor Vendors only in the VIP parking section which is directly south of the Commercial Exhibit Building. These parking spaces will be \$25.00 each and will be limited to one per vendor until the supply is depleted. Please indicate below if you would like to reserve one of these spaces.

INDOOR SPACE

Charges include one 120-volt electrical outlet.

10' Space (\$275.00)		\$ _____
10' Corner Space (\$300.00) <i>if available</i>		\$ _____
Preferred Parking Permit:	Quantity _____ x \$10.00 each	\$ _____
VIP Parking Permit:	1 x \$25.00 each	\$ _____
5 Day Season Pass:	Quantity _____ x \$30.00 each	\$ _____
Block of 5 Daily Tickets:	Quantity _____ x \$30.00 each	\$ _____
5 Day Season Pass (\$30.00 each)		\$ _____
Block of 5 Daily Tickets (\$30.00)		\$ _____
Total:		\$ _____
Deposit:		\$ _____
Balance Due:		\$ _____

A non-refundable deposit of at least \$100.00 is required. Balance due prior to 8/1/18. **Food Vendors are required to submit a list of food items (see attached page).**

For Office Use Only:
 Balance Due: _____
 Payment Amt: _____
 Check/Cash: _____
 Date: _____

Upon both parties' signature, Vendor/Exhibitor understands and agrees that this contract shall become binding between both parties under the terms and conditions stated in the contract and abide by the rules and regulations on the attachment and cover letter enclosed with this contract. All fees collected are non-refundable.

_____ Concessionaire/Exhibitor _____ Date

_____ Fair Manager _____ Date

Food Vendors:

Once your contract is received and your menu is reviewed, you will receive a confirmation indicating which items you may sell. Food item approval will be granted on a first come first serve basis with grandfather rights granted to vendors that have attended our Fair in the past. Items not on your approved food list will not be allowed to be sold at the fair. All food vendors are required to submit this form.

List Menu Items Here (include beverages):**Non-Food Vendors:**

Please provide a complete product description of all items to be sold:

This form is required of all vendors. It must be submitted with your application.