

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



## ***2024 New Indoor Vendor Information and Application***

Thank you for your interest in exhibiting and/or being a Vendor at the Kenosha County Fair. The 2024 Kenosha County Fair "Hay Bales & Cow Tails" has dates of August 14-18, 2024. We average approximately 50,000 guests each year and have a grandstand with a capacity of 5,100 people.

New Vendor Applications will be reviewed to determine if similar products are already offered. A deposit check does not need to be sent with the application. Once the application has been accepted, a signed contract will be returned and a payment will be due at that time.

### ***General Information:***

The **Indoor Exhibit Space** consists of a 10 x 10 space. Charges include one 120-volt electrical outlet plug. 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 August 1, 2024. No set up can occur without the Certificate of Insurance.

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 \$40.00 or a block of 5 Daily Tickets for \$40.00 (this is a discounted rate off the Main Gate price of \$12.00 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, 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.

### **Important Dates to remember:**

- August 1, 2024                      Payment in full and a Certificate of Insurance is due to the Kenosha County Fair
- August 12 – 13                      9AM – 6PM – Vendor Set up

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

Sincerely,

*Jenny Hesse*  
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 Marketplace Exhibit Building hours are 10AM to 8PM Wednesday and Thursday; 10AM – 9PM Friday and Saturday and 10AM – 7PM on Sunday. The Marketplace Building will be locked at closing time each day and re-opened (north entrance) at 9:30AM each morning for Vendors to enter. All exhibits must be staffed during the hours open to the public.
- Exhibits must be set up Monday and/or Tuesday between 9AM and 6PM. **All** exhibits should be ready to open by 10AM Wednesday. 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 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 August 1, 2024 and must be received before you will be allowed on the fairgrounds.
- This contract does not allow subletting of space and is not transferable. Vendors must exhibit all 5 days of the Fair.
- Exhibitors will provide their own tables, chairs, extension cords, and anything necessary for their booth space.
- The applicant shall not interfere with other exhibitors by the excessive use of loudspeakers, 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. 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.
- Food Vendors will be required to meet the State Department of Health Standards. The Kenosha County Health Department personnel will inspect each food stand. Contact the Kenosha County 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 Stock trailers/trucks must have contact name and working phone number on the back door for emergencies. Stock 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.  
2024 VENDOR AND EXHIBITOR RATES**

**Indoor Space**

<i>Commercial Exhibit Building (10-foot block)</i>	\$ 300.00
<i>Commercial Building Corner (if available, please check with office)</i>	\$ 325.00
<i>Cost includes one 120-volt electrical outlet plug</i>	

**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 (reservation through Campspot.com is required)</i>	\$ See website for details

**Ticket Prices**

<i>5 Day Season Pass</i>	\$ 40.00
<i>Block of 5 Daily Passes*</i>	\$ 40.00
<i>Daily Admission Ages 12+</i>	\$ 12.00
<i>Daily Admission 7 – 11 years</i>	\$ 6.00
<i>Preferred Parking Permit</i>	\$ 25.00
<i>VIP Parking Permit</i>	\$ 35.00
<i>General Parking</i>	FREE

\*Block of 5 Daily Passes are for Vendors ONLY!

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

**Kenosha County Fair Association Inc.**  
**2024 INDOOR VENDOR/EXHIBITOR CONTRACT**

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

262-862-6121  
Jenny Hesse, Fair Manager  
fairmanager@kenoshacofair.com

The Kenosha County Fair Association Inc., for the dates of August 14-18, 2024, enters into agreement with:

\_\_\_\_\_   
Business Name

\_\_\_\_\_   
Contact Person

\_\_\_\_\_   
Address

(\_\_\_\_) \_\_\_\_\_   
Cellular Phone

\_\_\_\_\_   
City, State, Zip

\_\_\_\_\_   
Email Address (required)

\_\_\_\_\_   
Contact Name on Fairgrounds 8/14 – 8/18/2024

\_\_\_\_\_   
Contact Number on Fairgrounds 8/14 –8/18/2024

\_\_\_\_\_   
Wisconsin Seller's Permit Number (15 digits)

\_\_\_\_\_   
FEIN (last 4 digits only)

*There are a limited number of parking spaces available to Indoor Vendors only in the VIP parking section (\$30.00 each) which is directly south of the Marketplace Exhibit Building. Please indicate below if you would like to reserve one of these spaces.*

**INDOOR SPACE**

Charges include one 120-volt electrical outlet.

10' Space (\$300.00) x \_\_\_\_\_ = \$ \_\_\_\_\_

10' Corner Space (\$325.00) *if available* \$ \_\_\_\_\_

Preferred Parking Permit: Quantity \_\_\_\_\_ x \$25.00 each \$ \_\_\_\_\_

VIP Parking Permit: 1 x \$35.00 each \$ \_\_\_\_\_

5 Day Season Pass: Quantity \_\_\_\_\_ x \$40.00 each \$ \_\_\_\_\_

Block of 5 Daily Tickets: Quantity \_\_\_\_\_ x \$40.00 each \$ \_\_\_\_\_

Camping: \_\_\_\_\_ reserved on campspot.com \_\_\_\_\_ reserved with office

Total: \$ \_\_\_\_\_

Deposit: \$ \_\_\_\_\_

**Balance Due:** \$ \_\_\_\_\_

Upon both signatures, 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.

A non-refundable deposit of at least \$100.00 is required when returning contract. Full balance due prior to 8/1/24.  
**All Vendors are required to submit a list of items for sale and/or exhibit (see next page).**

**For Office Use Only:**

Location: \_\_\_\_\_

Balance Due: \_\_\_\_\_

Payment Amt: \_\_\_\_\_

Check/Cash/CC: \_\_\_\_\_

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

Packet Given On: \_\_\_\_\_

\_\_\_\_\_  
Concessionaire/Exhibitor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Fair Manager Signature

\_\_\_\_\_  
Date

**All Vendors are required to submit this form. It must be submitted with your application.**

**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.

**List Menu Items Here (include beverages):**

**Non-Food Vendors:**

Please provide a complete product description of all items to be exhibited and/or sold:

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