

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



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

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

New Vendor Applications will be reviewed to determine if similar products are already offered. New Vendor Applications must be submitted with a photo of the booth, 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 require additional space, it is added in 5-foot increments. PLEASE reserve enough space to encompass the entire amount needed including trailer tongues, tie downs, awnings, etc. 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.
- 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 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.

#### **NEW IN 2024:**

- The campground is reserved through campspot.com or through the fair office. Sites are on a first come first serve basis unless you put a deposit down in 2023. Sites must be reserved in a block of Sunday, August 11<sup>th</sup> to Sunday, August 18<sup>th</sup>. The latest you can pull in for your site is Tuesday of fair week and the earliest you can pull out is the following Sunday. Looking ahead to 2025, campsites will be available 1 year in advance and be first come first serve basis in booking.
- Stock truck parking will be available along the fence behind the Raceway Concession Stand and have electricity available.

### **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 outdoor exhibit hours are 10AM to 9PM Wednesday and Thursday, 10AM – 10PM Friday and Saturday and 10AM – 7PM Sunday. All exhibits must be staffed during these hours. Outdoor exhibitors may remain open until the Midway closes. Food concessions may remain open past the required time until it is not profitable.
- Exhibits must be set up Monday and/or Tuesday between 9AM and 6PM. All exhibits should be ready to open by 10AM Wednesday. 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 August 1, 2024. No vendor set up will be allowed until a Certificate of Insurance is received.
- 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.
- 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. 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. 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. Each Vendor will also have an inspection from the Salem Lakes Fire Department.
- No soliciting or selling merchandise, including passing out of brochures/literature outside of the rental location, this includes sandwich boards. All Vendors must be 3 feet off the road, per Village ordinance. Awnings cannot extend onto the roadway.
- 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 and have a parking pass in the window.
- No parking, driving, or camping on fairgrounds except in designated areas with proper payment and registration.
- 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

### **Outdoor Space** *(minimum depth 20+ feet)*

15' Block	\$ 300.00
20' Block	\$ 400.00
25' Block	\$ 500.00

### **Corner and Main Locations** *(if available, check with Fair Office)*

20' Block	\$ 500.00
25' Block	\$ 625.00

### **Electrical Charges**

One 120 volt (20 amp) plug	\$ 50.00
One 240 volt: 30 to 60 amp connection	\$ 175.00
One 240 volt: 60 - 100 amp connection	\$ 200.00

*These charges are valid from 9AM Monday to Midnight on the last day of the Fair. A \$50.00 surcharge will be assessed for any connection prior to 9AM Monday or after midnight on the last day of the Fair.*

### **Other Charges**

Food Concession Charge	\$ 150.00
Stock Truck Parking (no electric)	\$ 65.00
Stock Trucking Parking with electric	\$ 130.00
Camping (reservation through Campspot.com is required)	\$ See website for details

### **Ticket Prices**

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

### **OUTDOOR SPACE**

Space Required \_\_\_\_\_ Ft. (\$20 - \$25 per foot) \$ \_\_\_\_\_

Food Concession Charge (\$150.00) \$ \_\_\_\_\_  
*Required for all food Vendors*

Stock Truck – no electric (\$65.00) \$ \_\_\_\_\_

Stock Truck with electric (\$130.00) \$ \_\_\_\_\_

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 \$ \_\_\_\_\_

Electric – One 120 Volt (20 amp) plug (\$50.00) \$ \_\_\_\_\_

One 240 volt: 30 to 60 amp connection (\$175.00) \$ \_\_\_\_\_

One 220 volt: 60 to 100 amp connection (\$200.00) \$ \_\_\_\_\_

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

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

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

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

Upon both 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.

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 (see attached 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

**This form is required of all Vendors. 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. 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 and/or exhibited in your area: