



Green County Fair Association Fair Vendor Terms & Conditions



This summer will be the 165th Green County Fair in Monroe, Wisconsin. The dates for the fair are **July 15-19, 2020**. Please read the following information carefully. Also, refer to this sheet when figuring out fees owed.

Set-up / Release times

Set up is Monday, July 13th and Tuesday, July 14th between 8 am and 5 pm. We begin charging admission to the fair at 7 am Wednesday, July 15th. Your space must be paid in full before you will be allowed to set up. Release will be on Sunday, July 19th after 6:00 pm. Gallagher Tent & Awning will be picking up all tents on Monday, July 20th, so please be ready for them (if you requested tent).

Booth Costs

- Each food / beverage stand costs \$475.00
- All other stands are rented at \$22.50 per foot, inside and outside spaces. Each stand is a minimum of 10 frontage feet.

Each booth comes with 2 season passes. Additional season passes may be purchased for \$22 each. Every employee is required to pay to enter the fair each day. Auto passes may be purchased for \$10 each (they do not come with a booth).

Electricity Rates

Cost for electrical hook-up will be charged at \$2.00 per amp requested. This is also the rate for stock trucks.

Example: 120V on a 20 amp circuit = \$40

Vendor Parking

Vendors will not be allowed to park next to their stands. You may either park in general parking, or for \$50 per spot, may park in the designated vendor parking area. Electricity is available in this area at the same rate of \$2.00 per amp.

Insurance Rates

All concessionaries are required to carry liability insurance with a minimum of \$1,000,000 amount of coverage. Proof of insurance must be sent in with the down payment so it reflects coverage for the current fair dates for 2019. Our Insurance carrier has requested that the Green County Agricultural and Mechanics Institute be listed as an additional insured to your insurance policy.

Tent Information

This year we will again be using Gallagher Tent and Awning. Please contact them directly at 608-255-7286 to order your tent.

Important: Please allow extra footage on your space frontage for the tent supports.

State Registration Information: food / beverage vendors

If your application is accepted, you are required to have all necessary Wisconsin vendor licenses. This is the responsibility of each vendor. If applicable, you must also fill out a tax form.

Products Sold

We are requesting that all vendors include a list of products they will be selling. Please include this when you mail in your application. Also, be specific! (Example: Don't just list "beverages", but list each specific beverage that you would like to sell.)

Reserving your space

Vendor applications should be mailed in by May 30th. If your application is accepted, you will be emailed a contract to sign and return with your payment. A minimum of 50% owed must be paid in order to hold your spot. Any new vendors applying after July 1st must make payments by credit card or cash- no checks will be accepted. Refunds are not issued.

Camping

Camping is available on a first come first served basis. Fees are \$25 per night. We do not accept reservations and there is no guarantee of water hook-up.

Any questions should be directed to Kristin Bansley. Email is the best form of communication: kbieneman@gmail.com.

Applications should be mailed to: Green County Fair ▪ Attn: Kristin Bansley ▪ 2600 Tenth Street ▪ Monroe, WI 53566



Green County Fair Association Vendor Contract for 2019 Fair



I, _____, agree to everything as written in the "Terms & Conditions" to be a vendor at the Green County Fair. I understand that not abiding by these rules may put my participation in next year's Green County Fair at risk.

Name of Business or Organization Printed Name of Owner or Manager Signature of Owner or Manager

Financial Commitment:

- Booths:
 - Food or Beverage Booth# of Booths: _____ x \$475.00 per booth = \$ _____
 - Other BoothSq. Ft of Booth: _____ x \$22.50 per Sq. Ft. = \$ _____
- Electricity Needed:.....# of Amps: _____ x \$2.00 per Amp = \$ _____
- Space for Stock Truck:.....# of Spaces: _____ x \$50 per Space = \$ _____
 - Electricity for Truck:.....# of Amps: _____ x \$2.00 per Amp = \$ _____
- Gate Entrance / Parking Passes:
 - Season Passes# of Passes: _____ x \$22 per Pass = \$ _____
 - Parking Passes.....# of Passes: _____ x \$10 per Pass = \$ _____
- Camping Spaces# of Spaces: _____ # of Nights: _____
 - \$25/Space/Night = \$ _____

Total Owed:..... \$ _____
Down Payment:..... \$ _____
Balance Due: \$ _____

Office Use Only

Date Contract Received:
Date Insurance Received:.....
Tax Information Received: Yes No
Amount Received:.....\$ _____ Date Received: _____ Cash Check: _____
Additional Payments:.....\$ _____ Date Received: _____ Cash Check: _____