



Green County Agricultural Society & Mechanics Institute Fair Vendor Terms & Conditions

This summer will be the 170th Green County Fair in Monroe, Wisconsin. The dates for the fair are **July 19-23, 2023**. Please read the following information carefully. Also, refer to this sheet when figuring out fees owed.

Applications: **DUE APRIL 30TH, 2023**

Contracts: **DUE MAY 31ST, 2023**

Set-up / Release times

Set up is Monday, July 17th and Tuesday, July 18th between 8 am and 5 pm. We begin charging admission to the fair at 7 am Wednesday, July 19th. Your space must be paid in full before you will be allowed to set up. Release will be on Sunday, July 23rd after 6:00 pm. Gallagher Tent & Awning will be picking up all tents on Monday, July 24th, 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 frontage 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 \$20 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 @ \$10 per vehicle, or for \$50 per spot, may park in the designated vendor parking area, \$50 parking spots will be limited and sold at first come first serve basis. 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.

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.)

There are no items that are considered to be exclusive.

Reserving your space

Vendor applications should be mailed in by April 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 Leslie Brugger, Vendor Coordinator. Email is the best form of communication:
lealober@yahoo.com.

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