



Green County Agricultural Society & Mechanics Institute 2025 Fair – Food, Display/ Booth Vendor ~ Terms, Conditions & Application

Due February 28, 2025

The 172nd Green County Fair in Monroe, Wisconsin is July 16-20, 2025. Please read all of the following information carefully and initial as it will be enforced. 2025 rates subject to change. You must first see the vendor coordinator and then you will be allowed to set up your spot.

● **Expectations**

The point of contact, listed on this application, **Will Be The ONLY** person to communicate back and forth between your business and the Green County Fair. All vendors are required to follow all terms/conditions and be respectful/polite to all Fair Staff, Volunteers, Vendors and Fair goers. The Green County Fair is allowing you the opportunity to participate/sell your products. Any vendor reported to the Fair Board/office for being inappropriate/disrespectful will be discussed. Possible outcomes will be addressed as the board deems necessary, which may include a vendor not being invited back. **We do not allow products to be handed/ given out that vendors are selling - ex. water.**

● **Set-up / Release times**

Set up is Monday, July 14th & Tuesday, July 15th between 8 am and 5 pm. We begin charging admission to the fair at 7 am Wednesday, July 16th. Release will be on Sunday July 20th after 6:00 pm. Everything must be removed from your area by noon on Monday, unless arrangements were made with the vendor coordinator. If you need a tent, the fair uses Gallagher Tent & Awning (608-255-72860). They will be delivering/setting up tents on Friday, July 11th and picking up all tents on Monday, July 21st, so please be ready for them if you request a tent. All tent rental costs will be handled through the tent company. If you are using a tent company outside of Gallagher, you must provide the Fair with tent company information as well as require the tent company to make an appointment to set up your tent. You must provide your own table and chairs for your booth.

● **Booth/Trailer Costs**

Trailers/Booths are rented at costs listed below. Costs are subject to change at the Fair Board's discretion. Each stand is a minimum of 10 frontage feet. Please include frontage feet and depth needed for your space. Trailers, you must include the tongue in footage. If placing a tent, you must include the extra footage for stakes and ropes. Vendors will be issued an extra \$100.00 fee for using more space than requested and charged the extra footage. **Each booth comes with 2 season passes.** Additional passes may be purchased as listed below. Every employee is required to pay to enter the fair each day. Auto passes do not come with a booth.

● **Electricity Rates**

Cost for electrical hook-up will be charged at \$4.00 per amp requested. 20, 30 and 50 amp hook-ups available. This is also the rate for stock trucks. We need to know how many of each type of outlet you need. An electrician will check to see how much electricity each vendor/ booth is using. Vendors/ booths will be charged for additional electricity used.

● **Water & Disposal Fee**

This \$50 fee includes the use of water, waste, and garbage disposal. You are responsible for breaking down boxes & containers and disposing of boxes, containers, and garbage in the proper dumpsters located by the infield gate just west of the grandstands.

● **Vendor Parking**

Vendors will not be allowed to park next to their stands. You may park in general parking. Space for stock trucks/supply vehicles are available in a designated area with a **limit of 1 per stand**. Only vehicles with the VENDOR pass are allowed to park in this area. Stock trucks and trailers using electricity will park along the Annex building or West fence. Personal vehicles or no electric needs, park along the grandstand fence. Electricity is available for stock trucks/supply vehicles.

● **Insurance**

All vendors are required to carry liability insurance with a minimum of \$1,000,000,000 amount of coverage naming Green County Agricultural Society & Mechanics Institute additionally insured. A Certificate of Insurance must be sent in with the down payment so it reflects coverage for the current fair dates for 2025.

● **State Regulation Information: food/beverage vendors**

You are required to have all necessary permits (Wisconsin seller's licenses (456-) or exemption number. This is the responsibility of each vendor. You are required to have all necessary state and health inspections and certificates. ALL vendors will be state inspected Wednesday, July 16th by a state inspector.

Applications **must** be mailed to: Green County Fair ▪ Attn: Leslie Brugger ▪ 2600 Tenth Street ▪ Monroe, WI 53566 ▪ OR
greencountyfairgrounds@gmail.com

*****Application NOT complete until BOTH pages, menu and two reference letters are submitted*****



Green County Agricultural Society & Mechanics Institute 2025 Fair – Food, Display/ Booth Vendor ~ Terms, Conditions & Application

Due February 28, 2025

● **Products Sold** _____

We are requiring that all vendors include a detailed list or menu of products they will be selling; please include them when you mail in your application. Also, be specific! (Example: do not just list “beverages”, but list each specific beverage that you would like to sell.)

● **Reserving your Space** _____

Previous Vendor contracts must be received by January 31st. A minimum of 50% owed must be paid in order to hold your spot. **Any remaining balance must be paid by June 30th. Refunds are not issued for any reason.**

● **Camping** _____

Camping is available on a first come, first serve basis. Fees are \$30 per night. We do not accept reservations and there is no guarantee of water hook-up.

If you are interested in becoming a vendor, please complete. We will review these applications to see if you are a fit for our fair. We are always looking for NEW, EXCITING and DIFFERENT kinds of vendors who can offer something “new” to our fair.

Name of Business: _____

Point of Contact: _____

Address: _____

Street City State Zip Code

Phone: _____ Cell: _____

Email: _____

Please provide information regarding your business. If you are a food vendor, list all food and beverages you wish to sell or attach a menu. Please be specific (not just “drinks, sandwiches” etc). **NO longer accepting vendors that make corn dogs, funnel cakes or lemonade.** *If possible, please return a photo of your display/trailer/operation with this application.*

Please check the type of business you have: Food Commercial Display

Amount of space (frontage feet) needed: _____ Indoor Preference Outdoor Preference
(Preference not guaranteed)

Electrical Needs: 20 amp 30 amp 50 amp

Stock Truck parking: Yes No Electricity requests: Yes No If yes: 20 30 50

● **Two reference letters must be included with the application to be considered complete.**

Date Application Received: _____

Office Use Only

Approved Denied Initials: _____

Applications **must** be mailed to: Green County Fair ▪ Attn: Leslie Brugger ▪ 2600 Tenth Street ▪ Monroe, WI 53566 ▪ OR
greencountyfairgrounds@gmail.com

*****Application NOT complete until BOTH pages, menu and two reference letters are submitted*****