



## *Winnebago County Fair Association*

*3017 State Road 116*

*Omro, WI 54963*

*920-685-3013*

Attention Vendors!

The 163<sup>rd</sup> Winnebago County Fair kicks off on Wednesday, August 1, 2018. This is an event that you will definitely want to be a part of. Why? Because...

The Winnebago County Fair is one of the most affordable Fair's for families to attend because ALL Fair-Goers may attend all of these events and activities for only the cost of their Gate Admission! AND more Fair-goers mean more potential customers for you! *Keep checking our web site at [www.winnebagoountyfaironline.com](http://www.winnebagoountyfaironline.com) for all of the exciting events planned for this year.*

To take part in this exciting event return your vendor request with down payment right away for the Winnebago County Fair, August 1 - 5, 2018 at the Sunnyview Expo Center in Oshkosh, WI. Yes, this is a change from previous years. The 2018 fair will open on Wednesday morning instead of Tuesday evening.

**But wait – there's more!** Take advantage of this Special Opportunity to save some money by prepaying the entire Vendor Fee before June 1 and receive a 5% discount off the total amount! (To receive your discount, payment must be for the ENTIRE amount!) You can also reserve your space by phone – just call (920) 685-3013 or make your deposit at our on-line store by going to [www.winnebagoountyfaironline.com](http://www.winnebagoountyfaironline.com).

**Please read your contract carefully and fill in ALL parts that apply to you.**

### **ALL VENDORS**

To RESERVE space at the 2018 Winnebago County Fair, please sign and return the Vendor Contract (both pages) AND the W9 form provided on our website along with a \$100 deposit. Be sure to keep a copy for your records. If you would like confirmation of your contract emailed to you; please include your email address with your deposit. If you would like preferred status on location or you are a returning vendor and would like the same space as in previous years, we MUST receive your deposit by May 25. After May 25, ALL available spaces will be awarded by the WCFA Grounds Set-up Committee on a first received – first served basis.

**UPON ARRIVAL AT FAIRGROUNDS**, you MUST FIRST stop at the office and WAIT to be escorted to your site by a Fair Board Director.

After all fees are paid, each vendor will be issued two complimentary passes. Each pass is good for admission to the grounds, but NOT to the grandstand shows or for the rides. Additional vendor passes may be purchased for \$10 each. A vendor pass is good for the entire week of the Fair. If you wish to attend a Grandstand Show or ride the carnival rides, you must purchase a Daily Gate Ticket.

Set-up will be on Monday, July 30 from 1:00 -4:00 pm and Tuesday, July 31. The fair opens at 9 am on Wednesday, August 1. Takedown is Sunday, August 5 AFTER 6 pm or Monday, August 6 from 8 am until Noon.

**LIABILITY INSURANCE** (\$1,000,000.00) minimum is required by all vendors. We must receive a current Certificate of Insurance listing the WCFA as an additional insured. Liability Insurance may also be purchased through our office for \$200. If our office does not receive a certificate of insurance by set-up day, an additional \$200 will automatically be added to your balance. There are no exceptions!

**REMEMBER TO FILL IN YOUR VENDOR ID NUMBER ON YOUR CONTRACT!** Also, please include a completed W-9 for our records. (This is a State of Wisconsin requirement.)

ALL CITY OF OSHKOSH ELECTRICAL & FIRE CODES, SPACING AND HEALTH DEPARTMENT REGULATIONS & LICENSING will be adhered to!

(<http://www2.ci.oshkosh.wi.us/fire/prevention.htm> Vendor Information as it pertains to your business.)

(<http://www.co.winnebago.wi.us/health/units/environmental-health/food-safety-recreational-licensing> ALL FOOD VENDORS)

**Inside Vendor Space** is available in our Air Conditioned Exposition Building. Inside spaces consist of a 10x10 foot booth. A \$10 Discount applies for multiple booths only. Chairs, 8 foot tables and electricity are available to rent. If you wish to rent any of these mark them on the Vendor Contract.

**Outside Vendor Space** rental is measured per foot of frontage selling space, which includes tie downs, trailer hitches and any other frontage length. Please insert the depth needed on the appropriate line so we are sure we have enough room for your rig or tent. Outside vendors must provide their own tents or cover.

Electric is rented per cord. Indicate on your contract the number of cords and amperages of each including any needed for supply vehicles. No spliced cords or unsuitable power sources will be allowed. You must have a green grounded conductor wire.

Water hookups must use food grade hose and have a non-syphon valve on each hose. Ice is available for purchase from the Fair Association.

**Garbage, Gray Water and Grease** MUST be placed in appropriate furnished containers.

**NO BEVERAGE CARRY-INS. PLEASE NOTE EXCLUSIVE RIGHTS!!!!** Pepsi Products (including water) ONLY! \*No other varieties may be brought on to the Fair Grounds – this includes water. The Pepsi Salesman is Pete. Any questions or to reserve a cooler – call (920) 509-1359.

**Vendor MOTORIZED vehicles** may NOT be driven to your site after 10 am. If you need to get supplies to your site after 10 am contact a Fair Board Director for assistance. Vehicle may be brought in for checkout at 6:00 pm on Sunday.

**Vendor Camping** (LIMITED) is available on the grounds in the designated vendor camping area. We apologize for any inconvenience but we are no longer able to guaranty electricity to vendor campers. You may use your own generators, submit an application for an electrical site or ask for possible electric sites when you arrive. All campers will be charged \$100 for the week.

**Dogs** are NOT allowed in public areas (with the exemption of Service Dogs). ALL dogs must be leashed or crated while on the Fair Grounds except during dog related events or exhibitions. Owners are responsible for their dogs behavior at all times. Owners MUST clean-up after their dog. The WCFA Board of Directors reserves the right to request the removal from the grounds of any dog.

**PA Announcements** will be broadcast about your business during the Fair. Submit a short bio to the Fair Office.

The Fairgrounds are located at 500 East County Road Y, Oshkosh, WI. Take Interstate 41 to State Rd 76; go south to East County Road Y; left on East County Road Y. The Fairgrounds (Sunnyview Expo) is located on your left.

For questions or more information; please call, fax or email us. We look forward to seeing you at the 2018 Winnebago County Fair!

No money refunds AFTER July 15, 2018.

Sincerely,

Thomas J. Egan, President