

Winnebago County Fair Association (WCFA)

Mailing: 2892 Ruschfield Drive, Oshkosh, WI 54904

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Phone: (920) 685-3013

**Vendor Application****EARLY BIRD DEADLINE:
JUNE 1**

PLEASE TYPE OR PRINT

Vendor Information

BUSINESS NAME:	
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CONTACT NAME:	PHONE: ()
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ADDRESS:	
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CITY:	STATE:	ZIP CODE:
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EMAIL:	VENDOR ID Number: (Federal EIN or SSN)
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<p>I am a: <input type="checkbox"/> New Vendor <input type="checkbox"/> Returning Vendor</p> <p>I am requesting the same location as last year: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>All Vendors – You will complete your specific space/supply needs on back of form. If you have any LOCATION requests, please list them here: (near OR away from activities, by a specific vendor, etc):</p> <p><i>WCFA will take the requests of vendors into consideration and make final decisions based on any applicable regulations, balancing the needs of ALL vendors and enhancing fairgoer's overall experience.</i></p>	<p align="center">Office Use Only</p> <p>Date Application Received:</p> <p>Vendor Type: <input type="checkbox"/> Indoor <input type="checkbox"/> Out/Food</p> <p>Location Assigned:</p> <p><input type="checkbox"/> Window Sticker:</p>
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<p>INSURANCE: Vendors must provide their own liability insurance (\$1,000,000.00 minimum) listing the WCFA as an additional insured to participate in the Winnebago County Fair.</p> <p><input type="checkbox"/> I have included copy of Insurance <input type="checkbox"/> I will send copy of Insurance by June 15</p>	<p>Date Insurance Received:</p>
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<p>Vendor Information for FORM S-240 (State of WI Reporting Requirement for Temporary Events)</p> <p><input type="checkbox"/> I have included my S-240 Vendor Info <input type="checkbox"/> I will send my S-240 Vendor Info by June 15</p> <p>Vendor Info Form available on WCFA website. For more info on State of WI requirements for vendors please visit the WI DOR website: https://www.revenue.wi.gov/Pages/HTML/tempsell.aspx</p>	<p>Date S-240 Received:</p>
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<p>PUBLICITY: The WCFA is expanding their marketing efforts. We would like to advertise your business in our materials/announcements as appropriate.</p> <p><input type="checkbox"/> I do NOT want to be included in Fair Publicity <input type="checkbox"/> Yes, please include me!</p>	<p><input type="checkbox"/> DO NOT PUBLICIZE</p> <p>Notes on Publicity:</p>
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<p>ITEMS FOR SALE/MENU Please attach a list of items (or menu) you plan to sell at County Fair. WCFA reserves the right to choose final fair vendors based on items being sold.</p> <p><input type="checkbox"/> I have included a copy of my "menu" <input type="checkbox"/> I will send my "menu" by June 15</p>	
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WEBSITE ADDRESS:

FACEBOOK ADDRESS:

<p>BRIEF BIOGRAPHY: Please attach a brief biography to use for WCFA website/Facebook posts and PA announcements during fair. If you have photos/logos you would like used that are not available on your website/Facebook page, please email them to the WCFA.</p>	
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A confirmation letter will be sent upon acceptance of your application with further event information including resources regarding regulation/licensing that may apply to your business. It is the Vendor's responsibility to know and adhere to all regulations/licensing applicable to their business and to follow all code, regulations & licensing applicable to the event (facility, city, county, state, etc). The WCFA provides info about regulations & licensing as it becomes available to WCFA. Vendors are expected to correct any concerns/violations that are found in relation to the event (i.e. inspections by regulatory authorities), and are responsible for any fines if incurred. Vendors who are not able to comply with regulations & licensing may be asked to leave the event. **Payment and participation in the event implies your consent to comply with WCFA guidance throughout the event.**

Vendor/Business Name: _____

Vendor Space & Supplies		
INSIDE BOOTH <i>Single booths are 10' x 10' are located in Air Conditioned Expo Building and include one 8' table and two chairs.</i>		Office Use Only Please Verify:
# of Single Booths (10' x 10'): _____ @ \$200/each	Total:	\$
# of Double Booths (10' x 20'): _____ @ \$380/each	Total:	\$
Electricity Required? ___ NO ___ YES (<i>Vendor provides cords</i>)		
Usage Fee: # of cords to be used: _____ @\$20/each		Total: \$
OUTSIDE/FOOD VENDOR SPACE <i>Outdoor vendors must provide their own tents and covers</i>		
FOOD VENDORS: It is vendor's responsibility to obtain permits from Winnebago County Health Dept. https://www.co.winnebago.wi.us/health/divisions-program-areas/environmental-health/licensing-permits		<i>Notes/Follow-up:</i>
<input type="checkbox"/> I understand garbage, gray water & grease MUST be disposed of in PROVIDED containers		
Type of Fire Extinguisher System Used: _____		
<input type="checkbox"/> I understand I must follow Oshkosh City Fire Code: https://www.ci.oshkosh.wi.us/fire/RiskReduction/		
Frontage Length (in feet): _____ @\$25/foot	Total:	\$
<i>(Length includes: selling/signage space, tent tie downs & trailer hitches. Transportation vehicles must park in designated areas or be included in length fee)</i>		
Average Depth of Space provided is 10-15 feet. Contact WCFA to discuss different dimensions if needed. Longest dimensions will be used to calculate fees.		
Electricity Required? ___ NO ___ YES (<i>Vendor must provide own cords w/ green grounded conductor wire, NO spliced cords or unsuitable power sources allowed</i>)		<i>Actual Electric Use:</i>
110 Amps: # of cords used (including supply vehicles): _____ @ \$75/each	Total:	\$
<i>Add'l charges will be assessed based on actual usage, including electrician fees if applicable</i>		
220 Amps: # of cords used (including supply vehicles): _____ @ \$100/each	Total:	\$
<i>Add'l charges will be assessed based on actual usage, including electrician fees if applicable</i>		
Water: # of hoses to be used: _____ @ \$50/each	Total:	\$
<ul style="list-style-type: none"> • Water hookups must use food grade hose and have an anti-syphon valve on each hose • Additional charges will be assessed as needed based on actual usage • Washing vehicles/large equip must be approved in advance or may be subject to fine 		
VENDOR PASSES <i>Each vendor will receive 2 complimentary passes to grounds (does not include grandstand shows or rides)</i>		<i>Date/Staff Initials delivery of tickets:</i>
Add'l Vendor Passes (2 included): # of passes: _____ @ \$10/each	Total:	\$
<i>(Daily Tickets for Carnival Rides available on our website or at Fair Office)</i>		
VENDOR CAMPING <i>Limited space available in designated vendor camping areas only</i>		<i>Spots Assigned:</i>
Non-Electric: # of sites: _____ @125/each	Total:	\$
Electric: # of sites: _____ @ \$225/each	Total:	\$
PAYMENT <i>We accept check or money order by mail. Please call if you need to arrange another payment method. Make checks payable to: Winnebago County Fair Association.</i>		<i>Amnt Pd/Check #:</i>
SUB TOTAL		\$
Early Bird Discount: 5% off if paid in full by June 1		\$ ()
TOTAL:		\$
<input type="checkbox"/> I am making my FULL payment <input type="checkbox"/> I am making a DEPOSIT: _____ (\$100 min. due at time of application)		

2024 Winnebago County Fair Dates: Wednesday, July 31- Sunday, August 4. **Vendor Set-up:** Mon-Tues July 29-30.
Event Location: Sunnyview Expo Center • 500 E County Rd Y • Oshkosh, WI