



Crawford County Fair

Mailing address: 225 North Beaumont Road, Suite 240, Prairie du Chien, WI 53821

Office/Grounds: 17725 Hwy 131, Gays Mills, WI 54631

Vendors Fact Sheet of Terms and Conditions

This summer will be the 159th Crawford County Fair in Gays Mills, Wisconsin. The dates for this year's fair are August 23rd-27th. Please read the following information carefully. Also, refer to this sheet when figuring out fees owed.

Set-up/Release times

Set up is Wednesday, August 23rd between 8:00-5:00 and Thursday, August 24th between 8:00-11:00 am. We begin charging admission to the fair at 8:00 on Thursday morning. Your space must be paid in full before you will be allowed to set up. Release will be on Sunday, August 27 after 5:00 p.m.

Commercial Building Hours and Staffing Levels

Vendor agrees to man the exhibit space during the following times at the fair:

- Thursday, Friday, Saturday: 11:00 a.m. to 9:00 pm
- Sunday: 11:00 a.m. to 5:00 pm

Failure to be in your booth at these times, without written consent by the Fair Board, will result in loss of exhibition privileges for future Fairs. Any vendor not completing set-up by 11:00 am on Thursday will lose exhibition privileges for 2016 Crawford County Fair and may lose exhibition privileges permanently. No refunds will be given for Vendors losing exhibition privileges.

Rental Space Cost:

- **COMMERCIAL BOOTH NON-PROFIT:**
NON-PROFIT shall pay a flat fee of \$75.00 per Standard Exhibit Space (10x10) in exchange for the right to occupy said space from Thursday through Sunday during the fair in a location to be designated by the Fair Board.
- **COMMERCIAL BOOTH PROFIT:**
PROFIT shall pay a flat fee of \$75.00 per Standard Exhibit Space (10x10) in exchange for the right to occupy said space from Thursday through Sunday during the fair in a location to be designated by the Fair Board.
- **FOOD SERVICE NON-PROFIT:**
FOOD SERVICE vendor shall pay \$250 for the right to operate a Food Booth at the Fair from Thursday to Sunday.

Discounted season passes are available for a limited time. Absolutely no discounted season passes will be given to any vendor or booth workers after July 1. Ten season passes per vendor will be available for \$13.00 each until July 1. Ten daily passes per vendor will be available for \$5.00 each until July 1. Additional season passes and daily passes may be purchased at face value above ten each and/or before July 1.

Insurance Rates:

All concessionaires are required to carry liability insurance with a minimum \$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. Our insurance carrier has requested that the Crawford County Fair Board and Crawford County be listed as an additional insured to your insurance policy.

Wisconsin Temporary Event Operator and Seller Information

Is required to be completed upon accepts to be a vendor at the Crawford County Fair. This is the responsibility of each vendor to complete.

Food Operation Stands

Is required to complete all food safety paperwork completed and turned into the Crawford County Fair before Wednesday, August 24.

State Registration Information

If your application is accepted, you will be required to have a Wisconsin vendor license. This is the responsibility of each vendor.

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.) NO weapons (knives, guns and/or etc.).

Reserving your space

Vendor applications should be mailed in by July 1st with all application paperwork complete. You will be emailed confirmation of your reservation. Vendor packets can be picked up at the Crawford County UW-Extension Office from Monday, August 14 to Friday, August 18 or at the Crawford County Fair from Tuesday, August 22 until Thursday, August 24.

Any questions should be directed to Amanda Griswold. Email is the best form of communication:

[cctyfair@crawfordcountywi.org](mailto:cctyfair@ crawfordcountywi.org). Applications should be mailed to: Crawford County Fair, 225 North Beaumont Road, Suite 240, Prairie du Chien, WI 53821



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CRAWFORD COUNTY FAIR BOOTH AGREEMENT – FOR NON-PROFIT FOOD, PROFIT, NON-PROFIT

This COMMERCIAL BOOTH AGREEMENT is made and entered into by and between the below named Vender and Crawford County Fair Board ("Fair Board") for the Crawford County Fair ("Fair").

Witness that in consideration of the mutual promises and covenants contained herein and the faithful performance by Vender of all such covenants, Vender and Fair Board agrees as follows:

SCOPE, DATES, AND STAFFING LEVELS

- Vender shall have the sole right to use, for the period of the Crawford County Fair, a "Standard Exhibit Space" approximately 10' x 10' on the Crawford County Fairgrounds. In which space the Vender agrees to exhibit only **one** business named above. (Access for additional businesses can be purchased for an additional fee). Additional booth areas are also available.
- No Vender will restrict the view of adjoining/neighborhood Vender's booth to visitors passing through.
- Commercial Booth Vender (Profit/Non-profit) agrees to man the exhibit space during the following times at the fair:

Thursday:	11:00 a.m. to 9:00 p.m.
Friday:	11:00 a.m. to 9:00 p.m.
Saturday:	11:00 a.m. to 9:00 p.m.
Sunday:	11:00 a.m. to 5:00 p.m.

Failure to be in your booth at these times, without written consent by the Crawford County Fair Board, will result in loss of exhibition privileges for future Fairs. Any vendor not completing set-up by noon on Thursday will lose exhibition privileges for the contact year and may lose vendor/exhibition privileges permanently. No refunds will be given for Vendors losing exhibition privileges.

- Food Booth Vender (Non-profit) agrees to man the exhibit space during the following times at the fair:

Thursday:	11:00 a.m. to 10:00 p.m.
Friday:	11:00 a.m. to 10:00 p.m.
Saturday:	11:00 a.m. to 10:00 p.m.
Sunday:	11:00 a.m. to 5:00 p.m.

Dates and hours of operation must include but are not limited to hours presented.

- No Vender may remove their exhibit prior to **Sunday, 5:00 p.m.** without written consent from Fair Board.

FINANCIAL RISK

- Vender acknowledges and agrees that Fair Board's prime objectives in entering into this Agreement are to ensure the availability of quality goods at a reasonable cost to Fair patrons and to encourage that Vender's participation in the Fair will be profitable for Vender. Vender acknowledges and agrees this is a very demanding business opportunity, which involves risk and requires considerable manpower and organizational leadership, and further acknowledges that while Vender has the potential for substantial earnings, there is also the potential for substantial loss. Vender acknowledges and agrees that Vender is solely responsible for protecting against forms of loss.

RENTAL FEE AND SCOPE

- Profit Booth Vender shall pay a flat fee of \$75.00 per Standard Exhibit Space (10' x 10') in exchange for the right to occupy said space from Thursday through Sunday of the fair in a location to be designated by the Fair Board. Access for additional businesses occupying the same Standard Exhibit Space can be purchased for an additional \$50.00 per business.
- Non-Profit Booth Vender shall pay a flat fee of \$75.00 per Standard Exhibit Space (10' x 10') in exchange for the right to occupy said space from Thursday through Sunday of the fair in a location to be designated by the Fair Board. Access for additional businesses occupying the same Standard Exhibit Space can be purchased for an additional \$50.00 per business.
- Non-Profit Food Booth Vender shall pay \$250 for the right to operate a Food Booth at the Crawford County Fair. Food Booth Rental fee shall be payable as follows: \$250 due upon contract signing. **Food Booth Vender shall furnish Fair Board with a valid certificate of broad form general liability, completed operations and products insurance coverage for personal injuries and property damage with combined single limits coverage of not less than \$ 1,000,000.00 with Fair Board and Crawford County named as additional insured parties on or before thirty days before fair. Fair Board shall not allow Vendor to operate until proof of insurance has been presented to the appropriate Fair Board official.**
- Said rental fees shall be payable as follows: 100% upon the signing of this agreement.
- Fair Board will provide general overhead illumination and will attempt to make available, if requested, one standard electric outlet for 100 volt 50 cycle alternating current and any other electrical needs. There will be no charge for the electrical current used from the said one outlet, providing no more than 300 watts will be taken from said outlet. Additional electricity used/required will be paid by Vender. No neon or illuminated signs or exposed lighting will be permitted within exhibit areas, unless special permission is granted by Fair Board. All connections to utility lines must be made by Fair Board at Venders expense. Estimate of cost will be provided upon request.
- This agreement permits the use of exhibit space for sale of goods/services and for exhibit purposes. Vender understands that if the privilege to operate machinery or other appliances in motion, or to use sound amplification equipment in connection with said exhibit may be desired, separate application must be made to and written permission secured from the Fair Board. The acceptance by the Fair Board of this agreement does not include the granting of such privileges, unless specified herein.
 - Goods/services may be sold and orders taken only within the confines of the exhibit. Solicitation above a normal speaking tone of voice is not allowed. Unless variance is requested by vendor and approved in writing by the Crawford County Fair Board, sound-producing devices (except for medical devices) and/or sound amplification equipment is allowed.
- Vender shall not assign or sublet said space, or any part thereof, without the written and duly signed consent of the Fair Board.

- Cancellation of exhibit space for any non-emergency reason will result in forfeiture of fees.
- No weapons of any type are to be sold and/or given away at the Crawford County Fair.
- Content contained in Vendor booths must be family friendly, as deemed by the Fair Board, and may not include attacks of a person, business or organization.

CLEAN UP

- Fair Board will provide necessary janitor service for all aisles and areas used by the public, but Vender must, at their own expense, keep their exhibit space properly arranged and clean. Such cleaning must be completed, all coverings removed, and the exhibit dusted before the building or tent is open to the public. Receptacles will be provided at several locations to receive Vender's trash and such trash must not be swept into the aisles or any public place.
- All packing cases, crates and debris of any kind must be removed from the exhibit space prior to Thursday at 11:00 am.
- Each and every article of exhibition and all boxes, crates, packing material and debris of whatever nature used in connection with the exhibit space, and owned by Vender, must be removed from the building and grounds by Vender at Vender's expense, no later than two days after the official closing day of the Crawford County Fair. It is understood that in the event of Vender's failure to vacate said premises as herein provided, unless permission in writing is first obtained, the Crawford County Fair Board may and is hereby authorized and made the agent of Vender to remove and store the exhibit and all other material of any nature, at Vender's risk and expense, and Vender shall reimburse the Crawford County Fair Board for expenses thus incurred.

SECURITY AND RISK OF LOSS

- Vender is responsible for all items left on Fair premises, including but not limited to, those items left in Vender's location during the hours of operation. Vender shall be solely responsible for its own security at all times. Risk of loss of any items belonging to or in the possession of Vender is on Vender. The Fair shall not be responsible for the loss or damage to Vender's property or inventory whether attributable to theft, vandalism, weather or any other cause.
- Fair Board shall provide protection through the Crawford County Sheriff's Department. Vender agrees that Fair Board shall have no security or safety obligations except those stated above and such actions by Fair Board shall in no way relieve Vender of Vender's responsibility to protect itself against loss or theft of Vender's cash or property. Vender shall fully cooperate with Fair Board in connection with the implementation of any and all safety procedures.
- Vender is entirely responsible for the space allotted and agrees to reimburse Fair Board for any damages caused by Vender to floor, walls, Fair Board or Fair Board's representatives' property or equipment used in connection with said space.

STAFF

- Vender shall provide managers and sufficient staff to keep Vendor's Booth operational during the hours of the Fair.
- Vender's volunteers, representatives, staff and employees shall be prohibited by the Vendor from consuming alcoholic beverages while on duty at or in Vendor's Booth.
- Vender and its employees are independent contractors and are not the employees, servants or agents of Fair Board or of the County of Crawford, Wisconsin. Vender has the sole responsibility of providing worker's compensation coverage for its employees.

ACCESS TO FACILITIES

- Vender shall have access to Vender's location for set up on Wednesday from 10:00 a.m. to 8:00 p.m. and Thursday from 8:00 a.m. to 11:00 a.m. Set up times prior to Wednesday are available by contacting the Fair Office.
- Food Booth Vender shall have access to Vendor's location for set-up on Wednesday, 10:00 a.m. to 8:00 p.m. and on Thursday from 8 a.m. to 11:00 a.m. with completion by 11:00 a.m. for health inspection. All booth components and/or vehicles must be removed from the Fair Grounds within 2 hours after the end of the Fair.
- Vender shall contact the Fair Board for any electrical power needs.

COMPLIANCE WITH LAWS

- Vender, all of its volunteers, representatives, staff and employees shall at all times during the Fair comply with Fair Board's rules, regulations and guidelines for the Fair and shall at all times comply with any reasonable request of Fair Board or Fair Board's representatives.
- Vender shall be responsible for compliance with all ordinances of the County of Crawford, State Fire Marshall, State Food Inspector and any rules and statutes of other governmental entities having jurisdiction. The cost for such compliance shall be the sole responsibility of the Vender.
- Vender is responsible for obtaining all necessary permits required in the sale of goods/services at the Fair.

CANCELLATION

- Fair Board shall retain the right to cancel this Agreement at any time, without penalty, should the Vender be in violation of the terms and conditions of this Agreement.

INDEMNIFICATION

- Vender shall indemnify and hold harmless to the fullest extent provided by the law, Fair Board and the County of Crawford, Wisconsin against any and all claims, damages, costs (including reasonable attorney's fees) and liabilities of any kind which arises from or in connection with Vender's participation in the Fair, whether caused by or resulting from negligence, willful action and intentional or breach of the terms of this Agreement by Vender, its volunteers, representatives, staff or employees or any guests or invitees of the foregoing (whatever the cause) and injuries to other individuals, to include Fair patrons, whether caused by or resulting from the action or inaction of Vender, its volunteers, representatives, staff or employees.

ENTIRE AGREEMENT

- It is mutually understood and agreed that no alteration or variation of the terms of this Agreement, and that no oral understandings or agreements not incorporated into this Agreement, shall be valid unless made in writing and signed by Vender and Fair Board.
- In the event Vender fails to comply in any respect with the terms of this agreement all payments for this exhibit space shall be deemed earned and non-refundable by Fair Board and Fair Board shall have the right to occupy the space in any manner in the best interests of the Fair without further notice to Vender.
- Fair Board reserves the right to decline or prohibit any good/service, Vender or proposed good/service or Vender.