



Washington County Fair: July 31 - August 4, 2019

IMPORTANT NOTICE - Please read in its entirety the 2019 Commercial & Food Vendor Manual included with this application. The manual outlines information and important terms and conditions governing the leasing of space. **THERE ARE NEW CHANGES THIS YEAR!!**

NEATLY COMPLETE BOTH SIDES OF THIS FORM

Commercial Vendor Application / Contract

Company Name _____

Contact _____

Street Address _____

City _____ State _____ Zip _____

Phone : _____ Cell: _____

E-mail address Needed: _____ Fax: _____

PRODUCT/SERVICE:

Name Brand

Please list brand name of company, products, or services you wish to display or sell. It is our policy to accept to limit exhibitor representing a company or a name brand product or service.

If we already have this Brand Name exhibiting at the Fair, I will let you know who the exhibitor is. You may want to contact him/her and see if they would need help manning their booth.

List Products/Services to by displayed or sold.

In an effort to offer fairgoers a variety, and to provide the most viable market for you, the vendor, we try to limit similar product/services.

LOCATION:

I am a returning vendor:

Last year's location: Indoors, Bldg. _____ Outdoors Machinery Area

Please check one.

- I would like the same location as last year
- I would like a new location. (If Indoors, circle one)
Bldg. A Bldg. B Bldg. C Bldg. D
- I am open to any location

Comments: _____

A \$50.00 deposit is required when returning this application to hold your location and will be deducted from your final fees. ONLY RETURNING VENDORS!

I am applying to be a New Vendor

NO DEPOSIT REQUIRED

- I am open to any location: (circle one)
Indoors Outdoors Machinery Area
- If indoors, I would prefer a location in: (circle one)
Bldg. A Bldg. B Bldg. C Bldg. D

Comments: _____

SIZE:

Last year's size: _____

Please check one. Listed as frontage x depth.

Indoor Space:

- 8' x 8' -----\$180.00
- 16' x 8' -----\$360.00
- 24' x 8' -----\$540.00
- 10' x 10' -----\$220.00
- 15' x 10' ---- Special -- \$260.00
- 20' x 10' -----\$440.00
- 30' x 10' -----\$660.00
- 40' x 10' -----\$880.00

Outdoor Space:

- 10' x 15' (minimum) ----- \$100.00
- 15' x 15' -----\$150.00
- 20' x 15' -----\$200.00
- 25' x 15' -----\$250.00
- Custom _____ x _____ ---- call for \$

Machinery Area:

- 40'x55' -----\$100.00

FOR OFFICE USE ONLY

DEPOSIT REC'D _____ CHECK # _____

PMT REC'D _____

AMT \$ _____ CHECK # _____

INSURANCE PURCHASED _____

CERT. OF INS. REC'D _____

ST-19 REC'D _____

CONFIRM. CARD SENT _____

LETTER _____

FINES TRANSFERRED TO 2018 _____

INSURANCE: Each vendor must carry \$1,000,000 Liability Insurance. We require a "Certificate of Insurance" listing Washington County Fair as the Certificate Holder. If you do not have insurance, you must purchase it through the Fair for \$105.00. Deadline to purchase insurance is July 15, 2019.

Insurance Company Name _____

Policy Number _____

- Certificate of Insurance (circle one) Enclosed Will send by July 15th
 Purchasing Fair Insurance (\$105.00)

ST-19 FORM: All exhibitors, whether non-profit or for-profit, must fill out enclosed **Minnesota Department of Revenue Form ST-19 (Operator Certificate of Compliance)** and submit with their space application/contract.

MN Sales Tax or Tax Exempt # _____

HOURS OF OPERATION: All exhibitors are required to have their booth staffed and operating from 10:00 a.m. - 10:00 p.m., Wed. - Sat.; 10 a.m. - 8 p.m. on Sunday. Outside vendors are welcome to extend these hours earlier &/or later. Unmanned booths or early withdrawal will forfeit all future exhibiting privileges. See Vendor Manual for details.

SPECIFICS:

Do you use Sound Equipment? (i.e. musical instruments, TVs, radios, microphones, etc.)
 (circle one) YES NO

If yes, describe _____

Each space has access to plug in one electrical cord to a shared 120 amp circuit. Bring a UL approved extension cord.

Do you require additional electricity? (circle one) YES NO
 If yes, call for pricing (651-436-6009)

***** **IMPORTANT** *****

GATE ADMISSION: We are an **ALL-PAY GATE**. **EVERYONE MUST PURCHASE A DAILY OR SEASON PASS TO ENTER THE FAIRGROUNDS.**

PASSES ARE NOT INCLUDED IN VENDOR FEE. Please inform all workers, delivery drivers, etc. Season Passes and Daily Tickets may be purchased in the Fair Office in Bldg. B on Mon. 7/29 and Tues. 7/30 or you can purchase Season Passes or Daily Tickets through the Fair Manager and can be picked up at the Fair Office on Mon. 7/29 and Tues. 7/30. **NO SEASON PASSES WILL BE SOLD AT THE GATES.**

**Prices are: Daily Admission: Adults \$7, Children (6-15) \$4
 or Season Pass: Adults \$18, Children (6-15) \$6
 Adult Season Pass - \$16 Adult Daily—\$6
 Purchase with application through Fair Manager!**

No refunds after July 1, 2019.

RETURNING VENDORS: must return completed forms and deposit fee by March 1 and balance by May 1 to reclaim space.

NEW VENDORS: Submit completed forms . If you are accepted you will be notified to submit fees, if not accepted you will be notified.

Space Rental Fees:

- Indoor Space: size: _____ ' X _____ ' \$ _____
- Outdoor Space: size: _____ ' X _____ ' \$ _____
- Machinery Area: 40'x55' \$ _____
- Purchase Liability Insurance (\$105.00)..... \$ _____
- Additional Electricity (call for pricing)..... \$ _____
- Admission Passes - Adult Season _____ Adult Daily _____ \$ _____
- TOTAL FEES \$ _____**

By signing this contract/application, I acknowledge I have received and read the 2019 Washington County Fair Commercial & Food Vendor Manual, and agree to abide by the policies set forth therein. Failure to abide by these rules and regulations may result in fines &/or forfeiture of future exhibiting rights.

Exhibitor's Signature: _____ Date: _____

- Please Mail:**
- * this application/contract — with both sides completed, signed & dated
 - * **\$50.00 Deposit -ONLY** for Returning Vendors (make check payable to: Washington County Fair) Balance due May 1
 - * Completed Minnesota Department of Revenue ST-19 form
 - * Certificate of Insurance of \$1,000,000 liability (or pmt. to purchase Insurance through the Fair)

Mail to: Dorie Ostertag, Fair Manager, **WASHINGTON COUNTY FAIR, 3393 Neal Ave. S., Afton, MN 55001**
 651-436-6009 Phone/Fax; E-Mail: otag@aol.com