

IMPORTANT NOTICE

READ CAREFULLY.

This manual outlines

information and important terms and conditions governing the leasing of space at the Washington County Fair (WCF).

2012 Washington County Fair

COMMERICAL & FOOD VENDOR MANUAL

August 1 – August 5, 2012

The Washington County Agricultural Society, the non-profit organization whose primary purpose is to hold the annual County Fair, is pleased to have you participate in this 141 year old tradition. Each of you play a significant role in the Fair's success, and we appreciate your support!

*Dan Dolan
President*

Contacts:

Fair Manager

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www.washingtoncountyfair.org

Location & Address

Fair Location: Washington County is East of the Twin Cities. Just outside of Stillwater, the fairgrounds are located in Lake Elmo, on the corner of Co Rd. 5 and 40th Street N.

Mailing Address: 3393 Neal Ave. S., Afton, MN 55001. If a delivery needs to be made (during fair week only,) the delivery address is 12300 N. 40th St., Lake Elmo, MN 55042

Temporary Fair Office: For 1 week, from Monday, July, 30th till Monday, Aug. 6th, there will be a temporary office at the Fairgrounds It is located at the North end of Bldg. B. Our temporary Fair Office phone number is 651-770-0246.

Contract/Applications:

Contract/Application forms are emailed, or mailed to those who don't have email, to arrive by January 15. (Notify WCF of any address changes during the year) Forms are considered a contract for returning vendors and an application for space from new vendors.

To reserve/request space, the forms must be completed, signed and returned with required documentation and fees. (Insurance information must be included. Actual *Certificate of Insurance* may come under separate cover by July 15th) When the contract/application is received and approved, a confirmation card is sent to the exhibitor. If the application is not accepted for 2012, the fees (not the non-refundable deposit) will be returned and the application will be kept on file.

Renewal Policy

In order to attract and maintain high-quality exhibitors, the WCF will review all exhibitors annually. Participants from the prior year's fair are offered the opportunity to renew their space rental contracts based on this evaluation. The WCF reserves the right to refuse to renew any space rental contract when by its discretion such action is in the best interest of the event and its patrons.

Commercial Exhibit and Concession contract renewals are made on the basis of a renewal for the same purpose, products and ownership as in prior year. Ground or space alterations or other changes may make it necessary to eliminate certain previously available space from one year to the next. In such instances, the WCF reserves the right to offer substitute locations.

The WCF reserves the right to not renew any space rental contract where the exhibitor has violated any regulations of the event or any local state or federal law.

Renewal contracts must be returned with deposit by March 1, 2012 to guarantee renewal. Remaining balance needs to be paid in full by May 1. Request to change locations or products must be noted on the contract but are subject to approval. Space(s) not renewed by the deadline will be released and offered to "new request" deemed appropriate for an available space.

Product Approval

Exhibitors and Concessionaires must submit a list of all items to be sold, displayed, advertised, promoted or demonstrated on their contract/application. Any item not authorized per contract is subject to removal at the WCF's discretion. All items must be appropriate to the family atmosphere of the event. If any item is found to be inappropriate it will be removed

Food Restrictions

Our carnival contract limits independent vendors from selling: cheese curds, cotton candy, corn dogs/pronto pups & mini donuts. Local non-profit organizations are exempt.

RATES:

Comm. Indoor Space:	8' x 8' = \$180.00
	10' x 10' = \$220.00
Comm. Outside Space:	10' x 15' (min.)=\$100.00
	Each additional ft. = \$10/ft.
Food Concessions:	12' x 15' (min.)=\$280.00
	Each additional ft. = \$22/ft.
Machinery Area:	40' x 55' = \$100.00

**ALL FEES must be PAID IN FULL
for Contract/Application to be Accepted.**

HOURS:

General Gate Hours:

Wed. 8/1 thru Sat. 8/4: 7 a.m. - 10 p.m.
Sun. 8/5: 7 a.m. - 8 p.m.

All Booths must be manned from 10 a.m. – 10 p.m. Wednesday thru Saturday and 10 a.m. – 8 p.m. on Sunday. Buildings open at 10 a.m. and close at 10 p.m.

Indoor Commercial Exhibitors may enter Exhibit Buildings 1/2 hour prior to scheduled opening through South access doors, and must leave the building **within 10 minutes** of scheduled closing.

Outdoor Commercial Exhibitors and Concessionaires are welcome to open earlier and stay open later. Fairgoers appreciate this since many are attending events and entertainment offerings from 7 a.m. till midnight.

POLICY:

Unmanned Booth Fines and Early Dismantling Offenses:

Failure to follow exhibiting hours and other terms and conditions listed in this manual will result in fines being placed against vendors. Buildings and grounds will be patrolled twice daily. Unmanned booths will be fined \$25

per offense. Fines can be paid (cash only) at the Fair Office in Bldg. B. If unpaid, fines will be added to next year's 2013 Exhibitor Fee. Exhibitors with fines in excess of \$100. or who dismantle prior to 8 p.m. on Sunday 8/5 will forfeit all future exhibiting privileges.

Cancellation/Refund Policy:

Should an exhibitor find they are unable to participate in the WCF for controllable or uncontrollable reasons, a full refund will be given prior to July 1, 2012. No refunds will be given after July 1st.

Insurance:

All vendors must provide a Certificate of Insurance giving proof of \$1 million Liability Insurance. The certificate must name Washington County Fair as the Certificate Holder. The Fair assumes no responsibility for any accident, injury, or mishap which may befall vendors, their employees or members of the fair going public. Please send certificate of insurance back with contract or separately by July 15, 2012. If you do not have insurance, you may purchase it through the fair for: \$105.00 for commercial vendors or \$155.00 for food vendors. Deadline to purchase insurance is July 15, 2012.

Sales Tax Forms:

All exhibitors, whether non-profit or for-profit, MUST submit Minnesota Department of Revenue ST-19 (Operator Certificate of Compliance) with their space rental application.

**NO COMMERCIAL EXHIBITOR OR
CONCESSIONAIRE WILL BE ALLOWED
TO SET UP WITHOUT SUPPLYING A
PROPERLY EXECUTED CERTIFICATE OF
INSURANCE AND A MN ST-19 FORM.**

Gate Admission:

We are an ALL-PAY GATE. Everyone must purchase a daily ticket or season pass to enter the fairgrounds.

PASSES ARE NOT INCLUDED IN VENDOR FEE.

Please inform all workers, delivery drivers, etc., Season Passes or Daily Tickets may be purchased on (Mon. 7/30 & Tues. 7/31 from 8 am – 9 pm) in the Fair Office or you can purchase Season Passes or Daily Tickets through the Fair Manager and can be picked up at the Fair Office on Mon. 7/30 and Tues. 7/31. NO SEASON PASSES WILL BE SOLD AT THE GATE. Prices are:

Daily Admission: Adults \$7, Children (6-15) \$4

Season Pass: Adults \$18, Children (6-15) \$6 **(NOT sold at the gates – only as stated above)**

Parking:

Parking is FREE. We will notify you later of special lots for exhibitors, if we have available. Otherwise, please park along with general admission.

Supply Trucks:

We have a small lot for supply vehicles only. These spaces are available for rent at \$25 for non-electric; \$50 for electric hook-up. Please mark on application.

Camping:

No overnight camping facilities are available on the fairgrounds. The nearest campgrounds are: Lake Elmo Park Reserve, 651-430-8370 or KOA St. Paul East, 651-436-6436. Both are located within 5 miles.

Vehicles:

No vehicles will be permitted on the grounds from 10:00 a.m. to 10:00 p.m. Excluding handicapped vehicles, the use of wheeled transportation, (such as bicycles, golf cars, motor scooters, and all-terrain vehicles) inside the Fair grounds, during Fair hours, will not be allowed unless they are official WCF vehicles. Exceptions must be authorized by the WCF.

Solicitation:

Vendors must confine their business and it's promotions to the location specified in the space contract. Obstructing passageways, with display, product or signage, is not permitted. No one, including vendors, will be allowed to stroll the grounds distributing any merchandise, promotional items or materials. Exceptions must be authorized by the WCF.

Sound Equipment:

Microphones, TV's, radios, loudspeakers, musical instruments or other sound equipment must be noted on application, approved and be kept at a reasonable volume in order not to disturb nearby exhibitor's and fairgoers. Fair management reserves the right to revoke permission to use such equipment entirely if the provisions of this rule are not observed.

Security

It is recommended that booths and stands never be left unattended during the times that the Fair is open to the public. Exhibit Buildings will be locked at closing, 10p.m.. We provide night security (starting on Tues. 7/31 from 11 p.m. - 7 a.m.; Wed. - Sat. from 6 p.m. - 7 a.m.; Sun. 6 p.m. - midnight)

Although we provide night security, outside exhibitors are recommended to lock or remove nightly any valuable possessions. The WCF is not responsible for any item(s) lost, damaged or stolen before, during or after regular fair hours.

Electrical Inspections:

All outdoor commercial vendors and concessions are subject to an electrical inspection by the State Electrical Inspector prior to opening for business. Please familiarize yourself with the information and requirements outlined in the yellow pamphlet distributed by the Electrical Licensing and Inspection Unit of the Minnesota Department of Labor (which will be sent later). If you have questions call the Electrical Licensing and Inspection Unit at 651-284-5064 or www.electricity.state.mn.us

Dismantling:

Teardown may begin after 8 p.m. Sunday evening. All stands, displays, vehicles, etc. must be removed from grounds by Monday, August 6th before 5 p.m. Please get permission from the Fair Manager if you will not be able to meet this deadline. **Remember, early tear-down will result in denial of future contracts!**

Food Concessionaires

All food concessionaires must be familiar with and comply with all Washington County and/or Minnesota Health Department regulations. (Wash. Co. Health Dept. 651-430-6655, to avoid penalties, apply 3 weeks prior to fair)

Set Up:

TRAILERS: Mon., July 30, 9 a.m.– 5 p.m.

**TENT OR STAND: Tuesday, July 31, 9 a.m.- 9 p.m.
or Wednesday, August 1, 8 a.m.-10 a.m.**

Come to the Fair Office in Bldg. B upon arrival for assistance in locating your space. Must set up within the assigned marks for your booth – no going out of the lines or will have to move!

User Fees:

Due to consumption, concessionaires will be charged a "User Fee" for power used. This fee also covers sanitation.

120 Volt - 20 amp	\$90.00
120 Volt - 30 amp	\$100.00
240 Volt - up to 50 amp circuit	\$120.00
240 Volt - 60 amp and above circuit	\$150.00

Amperage requirement in excess of those indicated and paid for on the application/contract, as assessed by the licensed electrician, will result in additional charge due and payable at once to the Fair Office.

Electricity:

The WCF will only provide the service that is available. Any wiring or special outlets needed by exhibitors will be at the exhibitor's expense. There will be a licensed electrician on call on Set-up days. Charges for labor and materials supplied by the electrician shall be paid at the time the service is performed, according to the rates the electrical contractor has established.

Rubbish, Gray Water and Grease:

Waste containers are located throughout the grounds and are emptied in the early morning. If a container needs emptying during the course of the day, please alert someone in the Fair Office. Grease & gray water must be disposed of in the 500 gl. green holding tanks that are located behind the restrooms between Bldg. B & C and across from poultry barn. Cardboard should be collapsed and left near regular trash containers for early morning pickup. The WCF does not have a recycling program.

Ice:

This year ice will be available on the grounds. A schedule of deliver/pickup times and cost will be available in the Fair Office.

Deliveries:

Notify your suppliers to make all deliveries early enough to insure their delivery vehicle is off the premises before 10:00 a.m. Note rules of our ALL-PAY Gate.

Commercial Vendors

Set Up:

Tuesday, July 31, 9 a.m.- 9 p.m. or

Wednesday, August 1, 8 a.m.-10 a.m.

Indoor exhibitors will be notified, prior to Fair, of your location and your space will be marked on floor with company name. Enter the fairgrounds at the South gate (40th Street) this will bring you up to the parking lot very near your exhibit building.

Outside exhibitors are to check in with the Vendor Coordinator at the Fair Office before taking up occupancy of your space. Must set up within your specified marked spot or will have to move!

You must be set-up and staffed by 10 a.m. on Wed., August 1.

Space:

Indoor space: each of the 4 exhibit buildings, known as Bldg. A, B, C and D, combine both open-class and commercial exhibits. Booths are nicely divided with rod & drapes (8' back wall and 34" side drapes). Space includes electricity (one 120 outlet, bring UL approved extension cord). Buildings are locked at night.

Outdoor space: is located near the exhibit buildings and food vendors. Space is simply marked off on grass and includes access to electricity (one 120 outlet, bring UL approved extension cord). Rent a space large enough to include all displays, stands and tent stakes. Grounds are patrolled at night.

Machinery Area: is reserved for machinery, lawn & garden equipment, sports, auto and livestock equipment. There is some electricity available. Grounds are patrolled at night.

Exhibitors are responsible for keeping their space clean and free from debris. While setting up your display, please be considerate of your neighbor and do not block their exhibit.

Tables/Chairs/Skirting Rental

Tables, chairs and matching table skirting may be rented from Graphic Exhibits 651-225-1678.