



Washington County Fair: August 1 - 5, 2012

IMPORTANT NOTICE - Please read in its entirety the 2012 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 only one 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 be 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
- 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 2012 _____

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, 2012.

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. 7/30 and Tues. 7/31 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 GATES.**

**Prices are: Daily Admission: Adults \$7, Children (6-15) \$4
 or Season Pass: Adults \$18, Children (6-15) \$6**

No refunds after July 1, 2012.

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 your application will be kept on file for 3 years.

Space Rental Fees:

- Indoor Space: size: _____ ' X _____ ' \$ _____
- Outdoor Space: size: _____ ' X _____ ' \$ _____
- Machinery Area: 40'x55'; \$100.00 \$ _____
- 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 2012 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