



## 2008 MANITOWOC COUNTY FAIR VENDOR PACKET

The following is a description of the enclosed vendor information and forms. Please follow all instructions. Any questions please call (920) 683-4378.

**FAIR VENDOR BOOKLET:** All of our policies are fully outlined in the enclosed Fair Vendor Policies, Procedures & Regulations Booklet. Please read it carefully, sign the last page, and return it with the reservation form.

**APPLICATION FORM:** The Manitowoc County Expo has outside concession spaces, agricultural spaces and indoor merchants booths available for Vendors. Please complete the enclosed Vendor Application Form and return as soon as possible to reserve your space. Each application shall be treated on a space availability basis. The first "round" of applications is due by **March 15, 2008**.

**PAYMENTS:** Please enclose a check made payable to the Manitowoc County Expo:

- \$125 (Indoor Merchants application down payment)
- \$250 (Outdoor Concession application down payment)

**CAMPING:** Overnight camping on the grounds is available on a **very limited** basis (no tent camping is allowed). Camping prices are \$35.00/night (includes 1 water and 1 electrical hook-up). Camping spaces will be assigned on a first come first served basis. We must receive your reservation and full payment to reserve your space. Sites are limited to one camper and one vehicle.

**ADMISSION PASSES:** Passes will **NOT** be mailed to vendors. All passes will be available for pick up at the Fair Office on Monday, August 18th from 8:00 a.m. to 4:00 p.m., Tuesday, August 19th from 8:00 a.m. to 8:00 p.m., and throughout the Fair.

**SELLER PERMIT (S-240):** All Vendors must complete the enclosed Wisconsin Temporary Event Operator and Seller Information Form. If vendor is not selling items please check display only.

**CERTIFICATE OF LIABILITY INSURANCE:** All vendors **must** submit a copy of Certificate of Insurance for general liability with limits of \$1 million, naming the Manitowoc County Expo, 4921 Expo Drive, Manitowoc WI 54220 as additional insured. The copy of Insurance is required to be mailed or faxed (920-683-5058) thirty days prior to the Fair. **Vender set-up will not be allowed until the Certificate of Insurance has been filed and acknowledged by the Fair Office.**

**2008 MANITOWOC COUNTY FAIR VENDOR SPACE APPLICATION FORM**

Business Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Description of products sold or items being displayed: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Picture of Concession Stand or Display: \_\_\_\_\_

• **OUTSIDE CONCESSIONS SPACES**

\_\_\_\_\_ Front footage required @\$25.00 per foot      \_\_\_\_\_ Depth required  
Electrical hook-up (per hook-up):      \_\_\_\_\_ 110 = \$60.00      \_\_\_\_\_ 220 = \$145.00

**Refuse Fee \$25.00 for all food and beverage vendors**

• **INDOOR MERCHANTS BOOTHS**

\_\_\_\_\_ 8' x 10' = \$250.00 ea      \_\_\_\_\_ 8' x 10' Corner Booths = \$300.00 ea  
Electrical Hook-up included with booths.

• **IMPLEMENT, CAR, RECREATIONAL VEHICLE & OTHER OUTDOOR VENDORS**

\_\_\_\_\_ \$150.00 each (60 x 60 Space)  
Electrical hook-up (per hook-up):      \_\_\_\_\_ 110 = \$60.00      \_\_\_\_\_ 220 = \$145.00

**Office Use Only**

\$ \_\_\_\_\_

Cash/Check \_\_\_\_\_

Date \_\_\_\_\_