



## 2011 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.

**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. **New applications will be considered and reviewed after April 30.** Each application shall be treated on a space availability basis.

**PAYMENTS:** Payment due upon approval of application.

**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:** Daily Gate Admission Passes are \$10. Season Passes are \$25. Passes will **NOT** be mailed to vendors. All passes will be available for pick up at the Fair Office on Monday, August 22 from 8am to 4pm, Tuesday, August 23 from 8am to 8pm, 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, PO Box 1011, Manitowoc WI 54221-1011 as additional insured. The copy of Insurance is required to be mailed or faxed 920-683-5058 thirty days prior to the Fair. **Vendor set-up will not be allowed until the Certificate of Insurance has been filed and acknowledged by the Fair Office.**

**Upon Approval of Application:** Once the application has been approved, you will receive a contract, sellers permit form to be completed, and a sample of the Certificate of Liability insurance requirements.

**2011 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 - Please attach

• **OUTSIDE CONCESSIONS SPACES**

Front footage required @\$25.00 per foot: \_\_\_\_\_ X\$25= \_\_\_\_\_ Depth required

Electrical hook-up (per hook-up): \_\_\_\_\_ 110 = \$60.00  
\_\_\_\_\_ 220 = \$145.00

**Refuse Fee \$25.00 for all food & beverage vendors** \_\_\_\_\_ **Total**

• **INDOOR MERCHANTS BOOTHS**

8' x 10' = \$250.00 ea \_\_\_\_\_

8' x 10' Corner Booths = \$300.00 ea \_\_\_\_\_

\_\_\_\_\_ **Total**

Electrical Hook-up included with booths.

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

60 x 60 Space at \$125 \_\_\_\_\_

Electrical hook-up (per hook-up): \_\_\_\_\_ 110 = \$60.00  
\_\_\_\_\_ 220 = \$145.00

\_\_\_\_\_ **Total**

**Office Use Only**

Approved: \_\_\_\_\_

Contract Mailed: \_\_\_\_\_

Staff Initials: \_\_\_\_\_