

Commercial Handbook

2013

St. Croix County Fair

Glenwood City, WI

Fair Dates:

July 17th – 21st,
2013

Dear Friends:

We are pleased to have you as a commercial exhibitor at the 2013 St. Croix County Fair. We will be celebrating our 103rd fair this year. We are a family fair with something for everyone to see and enjoy.

This handbook was designed to help you understand our rules and regulations. Please read it carefully and follow the policies described within. *Some may apply to you and others may not.* Study it carefully and keep it with your contract and re-read it again before you come to the fair.

State Requirements

The State of Wisconsin requires all vendors at the fair complete a seller's form. Regardless if you are selling or are just a display only. "Selling merchandise" includes the sale, rental, lease, exchange, barter, or taking orders of merchandise, goods or products for money and/or other consideration. This form must be completed and returned to the St. Croix County Fair Exhibit Committee with your final payment, as this form has to be on file for the State of Wisconsin by the starting date of the Fair.

All food establishments will be inspected by the Wis. Dept. of Agriculture, Trade and Consumer Protection Agency.

Financial Obligations

Commercial exhibitors and vendors must have a written and signed contract with the St. Croix County Fair. The completed and signed contract plus 1/2 half of the rental fee is due to the Fair Commercial Committee by May 15th. The balance is due no later than July 1st. Upon arrival at the fair, exhibitors must still check in with the Fair Commercial Committee located in the Commercial Building.

One complimentary parking pass will be given with each commercial contract. However, additional passes for workers must be purchased when signing in with the Fair Commercial Exhibit Committee on entry day. If requested by the fair office, you may have to provide a list of people who are working with your exhibit to justify the number of additional passes being purchased.

Electricity is included in the rent of a commercial booth. However, if the exhibitor requires any special hook-ups or adapters, the exhibitor must have permission from the St. Croix County Fair Commercial Exhibit Committee, and it is the exhibitor's financial responsibility.

Concessionaires/commercial exhibitors are prohibited from assigning or sub-letting a booth or space that has been allotted to them nor shall they exhibit or sell any product, commodity or merchandise that has not been listed on the contract and approved by the St. Croix County Fair. The St. Croix County Fair has the right to deny the display and/or sale of any items, which in its sole judgement are inappropriate, or a duplication of product or service. If any problem or situation arises that cannot be resolved by the contract agreement and above rules and regulations, the St. Croix County Fair Management will make the final decision. *Laser pens, smoke/stink bombs, silly string, fake cigarettes, pornography, guns & illegal drug related items are prohibited.*

Insurance Requirements

The St. Croix County Fair shall not be responsible for any negligence or unlawful acts of the lessee (concessionaire/commercial exhibitor) or lessee's agents or employees. The St. Croix County Fair will not be responsible for any injuries, claims, losses or liabilities suffered or incurred by the lessee or lessee's agents or employees while on the fairgrounds and the lessee must agree to hold the Fair harmless therefrom. The lessee must indemnify the Fair from any and all liability, loss or damage the Fair may suffer as a result of claims demands, costs or

judgements against it arising out of the actions of the lessee or lessee's agents or employees.

All commercial exhibitors must have \$1,000,000 (one million dollars) liability insurance coverage. A certificate of insurance must be given to the Fair Commercial Exhibitor Committee by July 1st. If you do not have business liability insurance please check with the company you are representing. They may be able to provide you with an insurance certificate. If you do not have coverage, please contact Doug Mills at the New Richmond Insurance Agency for special rates. If you desire this coverage instead of your own, it must be arranged by July 15th.

Hours of Operation

All commercial exhibitors must be in place and operating by 10:00 a.m. on opening day of the Fair. The Fair reserves the right to resell any spaces not occupied by the exhibitor by the slated time with no obligation to refund any money paid to the Fair for deposit or rental of the space.

All outdoor commercial exhibitors should be open and in operation from 9:00 a.m. - 9:00 p.m. everyday of the fair (except Sunday, opening at 11:00 a.m. and closing at 4:00 p.m.). Indoor exhibits should be open 10:00 a.m. - 10:00 p.m. Thursday, Friday and Saturday (except Sunday, opening at 11:00 a.m. and closing at 4:00 p.m.) The building side doors will be open at 9:30a.m. for vendors Thurs. – Saturday and 10:30 a.m. Sunday. **Commercial Exhibits must remain in place until Sunday at 4:00 p.m. (Leaving early on Sunday may result in forfeiting an invitation to the next year's Fair.)**

Appearance of exhibits

Exhibitors must keep their premises neat and shall pick up debris around and within their premises. They must dispose of garbage and other refuses in the appropriate barrels provided.

Any materials (such as straw or sawdust) used as part of your exhibit will require a deposit of \$50.00 payable with you spot rental fee. You are expected to have this cleaned up prior to leaving the fair. If acceptable cleanup has been done, your deposit will be refunded to you.

P.A systems or other machines making noise shall not be allowed without approval of the Fair.

No exhibitor shall be permitted to distribute matter, handbills, fliers or heralds outside of their designated area.

The St. Croix County Fair reserves the right to spot-check any concession/exhibit at any time.

The Fair will not provide any tables, chairs, shelves or other equipment to be used in a booth.

Please break down all cardboard boxes before putting them in the dumpster.

Parking

Designated parking space will be available for commercial exhibitors. You may drive up to your building or space to load or unload, but must park in designated parking areas. If you have a trailer, it must be parked in the designated trailer space.

Set Up Displays

The Commercial Committee will be available for you to start setting up your exhibits on Wednesday, July 17th at 10:30 a.m. **Indoor** spaces will be marked on the floor and with a sign, corresponding with a map on the East Wall of the building. **Outdoor** displays will have painted lines for your space and a sign stake with your names on it.

Security

The St. Croix County Fair hires security personnel to patrol the grounds 24 hours a day once the Fair begins. As they cannot be everywhere at all times, please use extreme caution as to what is left in your exhibit space as we will not be held responsible for losses by theft.

There is a First Aid Station on the grounds, located in the EMS Building. The Glenwood City Fire Department and Ambulance Services are available when called.

Violations

Violation of any of the rules in this booklet may, at the St. Croix county Fair's discretion, result in immediate expulsion from the next year's fair.

It is mutually understood and agreed that no alteration or variation of the terms of the contract shall be valid unless made in writing and signed by parties hereto, and that oral understandings or agreements not incorporated herein and no alterations or variations of the terms hereto, and that oral understandings or agreements not incorporated herein and no alterations or variations of the terms hereof, unless made in writing between the parties hereto, shall be binding on any of the parties hereto.

Return Forms To:

St. Croix County Fair Commercial Exhibitors Committee
Attn: John Steel
1699 – 150th Street
New Richmond, WI 54017