

Appearance of Exhibits

Exhibitors must keep their premises neat and shall pick up debris around and within their area. They must dispose of garbage and other refuse 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 your 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 advertise or 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.

Set Up Displays

Set up times are:

Monday, July 16 10:30am to 8:00pm.

Tuesday, July 17 10:30am to 8:00pm.

Wednesday, July 18 By appointment ONLY.

(Call Terry Mitchell to make arrangements.)

Set up must be completed and ready for business by 10:00am on Thursday.

All **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. **Set up must be complete and ready for business by 10:00 a.m. on Thursday.**

Admission to the Fair

General admission to the St. Croix County Fair is FREE. A fee is charged for parking and certain special events.

No dogs or pets allowed on the fairgrounds, service animals welcome.

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 here to shall be binding on any of the parties hereto.

Location of the St. Croix County Fair

210 Fairgrounds Road
Glenwood City, WI 54013
(Not a valid mailing address)
715-565-3419 June-July

Future Fair Dates

2019 July 17-21

2020 July 15-19

Commercial Handbook



July 18-22, 2018

**St. Croix County Fair
Commercial Exhibitor Committee**

**Rosemary Donahoe
160 5th Ave.
Baldwin, WI 54002
715-684-9060**

**John Steel
715-246-4102**

**Terry Mitchell
715-246-5502**

This handbook is 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.

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 Commercial Exhibit Committee with your **final payment by June 1**, as this form has to be on file and sent to the State of Wisconsin prior to the starting date of the Fair.

The Wisconsin Department of Agriculture, Trade and Consumer Protection Agency will inspect all food establishments.

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 half of the rental fee (please make checks payable to: St. Croix County Fair, Inc.) is due to the Fair Commercial Exhibit Committee by **May 1**. The **balance is due no later than June 1**. Upon arrival at the fair, exhibitors must check in with the Fair Commercial Committee located in the Commercial Building.

One complimentary 4-day parking pass will be issued with each paid and signed commercial contract. Additional 4-day passes for workers must be purchased either when signing in with the Fair Commercial Exhibit Committee on entry day or at the main Fair Office.

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 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 Liability Insurance must be received by the Fair Commercial Exhibitor Committee no later than June 1. If you do not have business liability insurance please check with the company you are representing as 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, it must be arranged by June 1. The insurance certificate and payment must also be received by June 1.

Parking

Designated parking space will not be available for commercial exhibitors. Vendors may drive up to the building or outdoor space to load or unload, but must park in the general parking areas. Trailers need to be parked in designated trailer parking area.

NEW!! Hours of Operation for 2018

Wednesday, July 18th – NOT OPEN

Thurs, July 19th through Sat, July 21st 10am-10pm

Sunday, July 22, 10am to 4pm

All commercial exhibitors must be completely in place and operating by 10:00 a.m. on Thursday of the Fair. All commercial exhibitors shall be open and in operation per the hours above. **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.)** The building side doors will be open at 9:30a.m. for vendors Thurs. – Sunday.

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.