

**JULY 19 – 23, 2017**



**COMMERCIAL VENDOR**

**RULES**

**AND**

**REGULATIONS**

**NOTICE TO ALL VENDORS:**

By signing the 2017 Waukesha County Fair Vendor's Contract Agreement, you are hereby acknowledging that you have read and **agree** to all stated rules and regulations of the Waukesha County Fair. Violation or non-compliance of these rules will result in the Fair Board's decision to request your immediate removal from the fair grounds. Such removal may result in your inability to return in future years.

## **A NOTE TO ALL RETURNING AND NEW VENDORS;**

**PLEASE READ ALL CONTENTS OF THIS BOOK.** The Waukesha County Fair Commercial Committee makes changes to this book every year. **You are expected to be aware of these changes.** Please take the time to update yourself on the rules of our Fair. You will be held accountable for all rules listed in this book.

<b>EXECUTIVE DIRECTOR</b>	Chrissy Gluege
<b>COMMERCIAL CHAIRPERSON</b>	Don Skarda
<b>COMMERCIAL ASSISTANT</b>	Alyssa Oldenburg
<b>MAILING ADDRESS</b>	2417 Silvernail Road Pewaukee, WI 53072
<b>FAIR LOCATION</b>	Waukesha County Expo 1000 Northview Road Waukesha, WI 53188
<b>TELEPHONE</b>	262-544-5922
<b>FAX</b>	262-544-1228
<b>EMAIL</b>	<a href="mailto:alyssa@waukeshacountyfair.com">alyssa@waukeshacountyfair.com</a> (from April until August), during the off-season please email Chrissy Gluege at <a href="mailto:chrissy@waukeshacountyfair.com">chrissy@waukeshacountyfair.com</a>
<b>WEBSITE</b>	<a href="http://WaukeshaCountyFair.com">WaukeshaCountyFair.com</a>

## TABLE OF CONTENTS

Beverages	5
Camping Rules	11
Commission Split Vendors	5
Contracts	3
County Ordinances	11
Default	2
Exhibit Space/Placement	3
Exhibit Space	3
Electricity	10
Fee Schedule	9
Food Vendors	2
Fraud and Misrepresentation	6
Golf Carts/Service Vehicles	6
Helium/Propane	6
Hours of Operation	5
Ice	6
Insurance	7
Liability	7
License and Permits	7
Loss or Damage	7
Lotteries/Raffles/Drawings/Contests	7
Mandatory Recycling	8
Mascots	8
Parking and Admissions	8
Pools/Spas	9
Roaming Vendor Program	5
Rules and Ordinances	9
Security	11
Selection of Vendors	2
Shipments/Deliveries	9
Taxes	9
Tent Rentals	10
Unsuitable Products	9
Water Supply	6

**RETURNING VENDOR CONTRACTS:**  
ARE DUE BY FEBRUARY 1, 2017

**DEFAULT**

1. If vendor is in default under any section of this contract agreement, or fails to adhere to the standards or supervisory directions established by the Waukesha County Fair, the Commercial Committee shall notify vendor of such default or failure and vendor shall have a reasonable time to remedy such default or failure, such reasonable time to require immediate action if the Fair is in, or about to begin, production. In the event that the vendor does not remedy such conditions in a reasonable time, the Fair may terminate contract agreement, expel vendor from the location and offer to rent the location to another vendor without any further liability or obligation to vendor.
2. **A \$100.00 security deposit (Food Vendors security deposit is \$500.00) will be required (CASH ONLY)** at check-in to guarantee your booth will remain open, intact and staffed, during hours of operation. This deposit also guarantees that booths will not be taken down prior to 8 pm and absolutely no vehicles will be driven onto the grounds until after 9 pm on Sunday evening of Fair. This deposit will be returned to you upon arrival at release time in the Commercial Office area as long as no defaults have been met. If not picked up by 10 pm on Sunday, July 23<sup>rd</sup> deposit **becomes property of the Waukesha County Fair.**

**SELECTION OF VENDORS**

1. Submission of contract agreement does not guarantee that a space will be awarded to you.
2. Returning vendors (as defined under Exhibit Space/Placement Section) who in the opinion of the Waukesha County Fair management have run acceptable operations will have first option to renew their contract.
3. New vendors (as defined under Exhibit Space/Placement section) **must** submit with their contract:
  - a. Photograph(s) of your exhibit/display
  - b. Three (3) references including contact name and phone number(s).

**FOOD VENDORS**

1. Food Concessionaires **MUST** have a listing on their contract of all items to be sold. No items may be added without permission from the Commercial Committee.
2. All Food Vendors must have a cash register capable of tabulating all sales. The cash register must include:
  - a. Enough preset keys for the ability to itemize all products and sizes sold.
  - b. Daily totals for all categories and total sales (Z key) with date and time stamp. See page 13. Full Z tape is required or immediate removal from grounds will be in effect and deposit will be forfeited.
  - c. Vendors will be required to turn in a blank number receipt before beginning operations and a Z receipt after each day's operation for reconciliation. Previous days sales must be reconciled every morning between 7:30 am and 11:30 am. With the exception of Sundays sales to be reconciled between **6:30 and 9:30 pm. At Check-In, each Vendor will be assigned a time slot for reconciliation during the times listed above. Failure to reconcile will end in forfeiting of deposit. Security deposits CANNOT be used towards commission fees and MUST be paid separately. IN CASH ONLY.**
  - d. **Commission will be reconciled daily between set hours as listed above. All commission monies must be paid in CASH ONLY with no exceptions. A late fee in the amount of \$50.00 will be added for every hour that the commission is late.**
  - e. If you need to rent a register you can do so by calling Chad at CRS (Cash Register Service) 262-544-2030.
  - f. **Food Vendors must provide suitable flooring inside their booth. This is according to the Waukesha County Health Department rules. Phone number: 262-896-8300 or WaukeshaCounty.gov**
  - g. **Failure to use cash register will result in IMMEDIATE REMOVAL.**
3. All food stand vendors shall comply with state and local health regulations. A "Temporary Restaurant Guidelines" booklet from the Department of Health and Social Services, Wisconsin Division of Health, will be provided. Health Department personnel will inspect each food stand.

4. **The Waukesha County Fair reserves the right to audit the cash register sales and cash reconciliation at ANY time during the Fair. Random checks will be done throughout the course of the Fair.**
5. Storage trailers/trucks with refrigerator/freezer ***must*** have contact name and working phone number on back door for emergencies and duplicate information on file in the Commercial Office. This information must be filed at time of check-in.
6. You will be required to park your storage units in assigned parking spots. **Check at Commercial Office prior to parking your storage unit.** Units that are found to be parked in different locations will be removed immediately at owner's expense.
7. **All stock/storage vehicles must register their license plates, size of unit, make, model, as well as electrical usage with the Commercial Office.**
8. **Any stock/storage vehicle not providing their own generators MUST pay for electrical usage for separate vehicle.**
9. **At any point and at any time staying overnight and/or sleeping in stock trucks in NOT permitted and will result in forfeiture of security deposit.**

#### CONTRACTS

1. Approved contracts with no changes will be deposited immediately to our bank.
2. **Contracts are due February 1, 2017** for returning vendors. Contracts for new vendors are due by the date specified on the contract or late fee will be assessed.
3. Approved contract copy will be returned to vendors that have been awarded space. Upon approval of the contract agreement, there will be NO refunds of exhibit fees/deposits – monies are deposited immediately.
4. Unapproved contract fees/deposits will be returned to applicants.
5. Campaign materials **MUST** remain confined to that particular parties assigned booth space. Campaign organizations are prohibited from handing out/displaying yard signs of any kind as well as walking/roaming the grounds handing out campaign material **WITHOUT** advanced consent of the Commercial Committee.
6. Waukesha County Fair Association reserves the right to deny display and/or sale of items, which, in the Fair Management's sole judgment, are inappropriate and also reserves the right to restrict the distribution of materials or sale of any products on the grounds at any place or any time.

#### EXHIBIT SPACE/PLACEMENT

Definition of vendor classification:

**RETURNING VENDOR:** organization/business that had approved contract for exhibit space and displayed the previous year.

**NEW VENDOR:** organization/business that did not have approved contract for exhibit space and did not display previous year.

\*\*If you are interested in becoming a Priority Vendor please contact the Fair Office at 262-544-5922. \*\*

1. Outdoor Display/exhibit spaces will only be sold in 5' increments with a minimum of 15' required. Indoor space is 10' deep, 10' wide, and 8' maximum height in the back allowed for vendor's own backdrops. Outdoor display space has no protection available against weather. Tents are available through the Waukesha County Fair. (Please see fee schedule page 9). Any vendor providing own tent and staking it will be charged \$20.00 per hole to fill. It is advisable that tent and outside vendors provide their own floors. (Pallets and other forms of flooring are the vendor's responsibility and **must** be removed by the vendor). **Pop-Up style tents are NOT allowed.** Only PROFESSIONAL tents will be accepted if provided by vendor and a clear photo is required for approval. Any vendor tent **MUST** have full pipes without sliding legs/pieces.

Any vendor tent is prohibited if it has an accordion ceiling. Tents are required to either be staked or weighted down by a minimum of 30 lbs. whether it be cement/water barrels/etc. Any tent not weighted down will be in default of the contract agreement and may be asked to be removed.

2. No special services in connection with setting up or decorating the display can be provided by the Waukesha County Fair. All exhibits, **including chairs, tables, furniture, lighting, and other display material must be provided and installed by the vendor.**
3. Smoking is **NOT** allowed in any building or tent.
4. The Commercial Committee will prepare the layout of booths and assign spaces accordingly. **It also reserves the right to change the layout at any time.** Spaces are assigned in the following order:

- **Returning Vendor:** Accepted and approved vendor from previous year who has abided by all Rules and Regulations along with any other parameters applied. Vendor must be in good standing and approved by Commercial Committee.
  - Contracts not in by due date of February 1<sup>st</sup> may be assessed a late fee of \$50.00
- **New Vendor:** Commercial Committee will place these vendors according to date contract is received. Placement is based on a first come, first serve according to availability.
  - Contracts in after July 1<sup>st</sup> will be assessed a **\$50.00 late fee.**

**\*Note:** Returning vendors requesting to move from Outside to Inside, will be changed on the date contracts are due – space permitting.

5. **Vendors are prohibited from assigning or subletting a booth or space that has been allotted to them.** They may not exhibit or sell any product, commodity or merchandise that has not been listed on the contract **and approved** by the Commercial Committee. Also, vendors are prohibited from roaming the grounds selling merchandise, handing out flyers or coupons. Any variation will result in the vendor forfeiting his right to conduct business at the Waukesha County Fair. With the exception of the "Roaming Vendor Program".
6. **Booth Locations will not be available until check-in. Please do not call the office prior to this date requesting your booth space location. DO NOT assume where your location may be! Do NOT park in any space until you have checked-in.**
7. Exhibit spaces will be available for set-up on the following schedule:

Food & Outside Space;

**Mon., July 17<sup>th</sup>, 9:00 am – 6:00 pm**

Inside;

**Tues., July 18<sup>th</sup>, 9:00 am – 6:00 pm**

Vendors will only be allowed to set-up per the schedule above unless otherwise specified or arranged by the Commercial Committee Chairperson.

8. All vendors must be in place no later than noon on Wednesday, July 19<sup>th</sup> and must stay intact until **8:00 pm on Sunday, July 23<sup>rd</sup>. Any vendor taking down their booth before 8:00 pm or driving on the grounds before 9 pm will be at default per contract agreement.**
9. Displays should not obstruct neighboring displays nor project ahead of neighboring booths. **Aisles and pedestrian walkways on the Fair Grounds must not be obstructed in any way. No overhangs, sign boards, or awnings will be allowed to protrude/extend out of your rental area.** Demonstrating and distributing of material must be **confined to the limits of your occupied exhibit space.**
10. **Where tent pegs are used for securing tents, vendors must request additional 10 feet of frontage. Tent pegs or stakes in the asphalt will be charged \$20.00 per hole.**

## **HOURS OF OPERATION – TIMES WILL BE STRICTLY ENFORCED**

	<b>Outdoor Vendors</b>	<b>Inside Vendors</b>
Wednesday, July 19	12:00 - 10:00 pm	12:00 - 9:00 pm
Thursday, July 20	12:00 - 10:00 pm	12:00 - 9:00 pm
Friday, July 21	12:00 - 10:00 pm	12:00 - 10:00 pm
Saturday, July 22	10:00 am - 10:00 pm	10:00 am - 10:00 pm
Sunday, July 23	10:00 am - 8:00 pm	10:00 am - 8:00 pm

**During these hours, all exhibits must be open and have a vendor representative in the booth.** *Unmanned booths will lose their security deposit and be subject to removal and may not be allowed to return.* **The Fair Grounds open daily at 8:00 am and close at midnight.**

### **ROAMING VENDOR PROGRAM**

1. Initial Fee of \$250.00 buys **one credential for one person.** (Good for all days of the Fair).
2. Additional credentials may be purchased for \$50.00 **per person per day.**
3. Credentials must be picked up and turned in each day at the Commercial or Fair Office. Additional credentials will not be reissued if the previous day is not turned in. **NO EXCEPTIONS.**
4. Roaming vendors must adhere to **all policies of a returning and/or new vendor** such as contract rules, handouts, distribution and sale of material and products, and deposit procedures and forfeiture.
5. All Roaming Vendors must wear identifiable clothing.
6. Midway may be excluded.
7. A vendor must submit samples of what is to be sold before the Commercial Committee will approve the roaming vendor program.

### **COMMISSION SPLIT VENDORS**

1. Required to sign a separate contract agreement established by the Waukesha County Fair Association.
2. Commission Split Vendors required to use and track tickets every day of the Fair.
3. As with Food Vendors, these vendors are required to reconcile EACH morning with the Commercial Committee and monies are to be paid in CASH only.
4. Commission split vendors will be required to submit a \$100 deposit along with a signed contract to hold vendor's spot.

### **BEVERAGES**

Every year the Fair selects a soft drink company as a "Corporate Sponsor". This "Corporate Sponsor" will be the exclusive supplier and distributor of all soft drink and bottled water products for independent food vendors contracting with the Waukesha County Fair. All food vendors should note that by signing the contract, you are also contracting to serve that specific soft drink. You shall only serve and purchase that specific soft drink from the corporate soft drink sponsor on the fairgrounds. This does not apply to lemonade, fruit punch, and fruit juices. Upon selection of a "Corporate Sponsor", all contracted vendors will be notified and contacted by the soft drink representative. All other signs must be removed or covered up or vendor will forfeit security deposit. Failure to use "Corporate Sponsor" beverages and materials (i.e. cups, stickers, logos, etc.) are a default of this agreement and will result in immediate removal and loss of security deposit. **NOTE: Carry-ins are NOT allowed.**

## ICE

The Fair will also have an exclusive supplier of ice on the grounds. Upon selection, contracted vendors will be notified and contacted by the ice representative and required to purchase any ice needs from this supplier. NO EXCEPTIONS. Failure to use/purchase from ice sponsor is a default of this agreement and will result in immediate removal and loss of security deposit. **NOTE: Carry-ins are NOT allowed.**

## WATER SUPPLY

A back flush valve will be provided for each water hook-up. If you have a soda machine, which requires a water hook-up for making carbonated water, you will need a second special back flush valve for that purpose. Per local and state health regulation, all vendors using water outlets/connections on the fairgrounds shall have FDA or NSF approved water hoses. Also, **"gray water" shall be self-contained (holding tank) and can be deposited only in specific designated areas.** (Inquire upon arrival). Any vendor draining "gray water" on the ground will be in default of their contract agreement.

There will be a \$50.00 fee for **each** water hookup.

## FRAUD AND MISREPRESENTATION

Each vendor is expected to deal honestly and fairly with the public, and his/her employees. Any attempted fraud or misrepresentation will be considered sufficient cause for revoking the contract, loss of security deposit, and further consequences from the Waukesha County Sheriff's Department.

## GOLF CARTS/SERVICE VEHICLES

1. All golf carts/service vehicles will be registered with the Waukesha County Fair Association, operation agreement signed by each driver, and a permit issued by the Grounds Committee in the Commercial Office if approved.
2. Permits will not be issued to the general fairgoer. \*
3. Operators **must** be over the age of 18 and have a valid driver's license.
4. A Certificate of Insurance **must** be provided to the Waukesha County Fair Grounds Committee with the permit application.
5. Golf Carts/Service Vehicles will not be permitted on the fairgrounds **after 9:30 am on Thursday through Sunday (or after 11:30 am on Wednesday).**
6. Keys **must** be removed from Carts/Vehicles when not in use.
7. Carts/Vehicles must always be driven slowly and only in designated areas specified by the Waukesha County Fair Board.
8. Operators are totally responsible for the safety of themselves, their passengers, and all pedestrians.
9. Unauthorized personnel are not permitted to drive Carts/Vehicles.
10. **Any** violation of the Golf Cart/Service Vehicle rules and regulations **will** result in the impoundment of the cart/vehicle until the end of the Fair.

\*Excludes wheelchairs and handicapped scooters.

## HELIUM/PROPANE

1. All compressed helium tanks must be secured with a chain so that they cannot fall or tip.
2. Propane tanks are to be delivered to the vendor's location, and shall also be returned by the vendor. Failure to return tanks or have them picked up properly may result in not allowing these vendors to return to future County Fairs.



## INSURANCE

1. All vendors shall furnish Certificates of Insurance for general liability with limits of **\$1 million per occurrence** and food vendors shall also have product liability, naming the Waukesha County Fair Association, Inc., 2417 Silvernail Road, Pewaukee, WI 53072 as an **additional insured**. It is also required to list the Waukesha County Expo Center at 1000 Northview Road, Waukesha, WI 53188 as an additional insured. The certificate must be faxed, mailed or delivered to the Fair office by **May 15, 2017**. No vendor will be allowed to set up until the Certificate of Insurance has been filed and acknowledged. **No exceptions.**
2. **No insurance will be offered for sale by The Waukesha County Fair.**
3. All insurance certificates must have business name (**as listed on the vendor contract**) listed or accompanied by the business name for proper identification.

## LIABILITY

1. The Waukesha County Fair shall not be liable for any loss or damage to the property of the vendor or of its employees, agents, patrons, or guests due to fire, smoke, water from any source, theft, criminal mischief, accident of any kind, or from any other cause whatsoever and will not be liable for injuries to the vendor, his employees, agents, patrons, or guests for with the use of occupancy of space. The vendor agrees to indemnify and hold harmless, the Waukesha County Fair and their employees, against any and all claims of any person whomsoever, arising out of acts or omissions of the vendor, his employees, agents, patrons, or guests.

## LICENSE AND PERMITS

1. Vendors will obtain all licenses and permits that are, or may be, required by any public authority for sale of any of their products. A copy of the appropriate Sellers Permit shall be provided to the Commercial Office. (Wisconsin Internal Revenue personnel do make visits to the Fair for this information.)
2. **Vendors must obtain a Wisconsin Sellers License (if you hold a license in another state, it is not valid in the state of Wisconsin, you must obtain a Wisconsin License). A seller's permit is required for every individual, partnership, corporation, or other organization making retail sales, leases, or rentals of tangible personal properties or taxable services in Wisconsin unless all sales are exempt from sales or use tax. Obtain a Wisconsin Sellers License by the following contacts;**
  - a. Website – <http://www.revenue.wi.gov/> or 608-266-2776
  - b. Call - 608-266-2776
  - c. Email – [sales10@dor.state.wi.us](mailto:sales10@dor.state.wi.us)
  - d. Mailing Address – P.O. Box 8902, Madison, WI 53708-8902.

**NOTE: PLEASE ALLOW A MINIMUM OF 3 WEEKS FOR PROCESSING.**

3. All vendors are required to complete Wisconsin Form S-240 and return it to the commercial office at, or before, time of registration/check-in. Failure to have the form on file in the commercial office will put the vendor in default.

## LOSS OR DAMAGE

1. The Waukesha County Fair shall **not** be responsible for any loss or damage suffered by anyone or his employees or guests from any act of theft, vandalism, or accidental injury.
2. Should a problem arise, refer to Security section of the Rules and Regulations.

## LOTTERIES/RAFFLES/DRAWINGS/CONTESTS

1. Any and all lotteries/raffles/drawings/contests are regulated by state statutes set forth by the Wisconsin Department of Agriculture, Trade, and Consumer Protection. In the event you are not familiar with these, YOU CAN contact the Wisconsin Department of Agriculture at 1-800-422-7128 or, in writing, Wisconsin Department of Agriculture, Trade, and Consumer Protection, P.O. Box 8911, Madison, WI 53708-8911.
2. Any use of promotion, scheme, or device involving the award of any prize, gift or privilege, determined as a result of any contest, or by chance, without prior consent of the Commercial Committee is prohibited. Promotions shall have **written** approval by the Commercial Committee.

3. If approved, a prize winner form must be completed and returned to the Commercial Office by 8:00 pm on the last day of the Fair.
4. The release deposit check will not be returned to the vendor unless the prize winner form is completed and turned into the Commercial Office.

#### **MANDATORY RECYCLING AND CLEAN UP**

1. Glass, #1 and #2 plastic bottles, aluminum cans, and steel/tin cans must be placed in containers labeled "Mixed Recyclables."
2. Cardboard boxes must be flattened and stacked in collection containers located on the Fairgrounds. If left neatly behind booth space, they will be disposed of properly by Expo staff.
3. Grease barrels will be located on the grounds for disposal of cooking grease. **DO NOT** use your own containers for grease. CHECK WITH THE COMMERCIAL OFFICE FOR LOCATION OF THE CONTAINERS. **A \$250.00 fine will be assessed for grease not properly disposed of. This will be default of Contract agreement and may result in loss of security deposit or potential to return to future Waukesha County Fairs.**
4. **All vendors are responsible for the clean-up of their booth space each day. Vendors are fully responsible for clean-up of their booth space after check out on Sunday night of the Fair. \*\*Any garbage or unwanted materials left behind may result in possible non-admittance to future Waukesha County Fairs or a potential fine from Waukesha County. \*\***

#### **MASCOTS**

1. Mascots must be accompanied by at least one chaperon at all times.
2. Mascot handouts -
  - A. Food items/samples are not permitted.
  - B. Flyers, menus, and coupons **are not permitted.**
  - C. All other items must be approved by the Commercial Office.
3. Mascots will conduct themselves in an orderly and civilized manner.
4. Any violation of the mascot rules will result in revocation of the privilege of the mascot strolling the Waukesha County Fair.
5. **Any and all mascots must obtain approval by the Waukesha County Fair Board and have proper identification to roam the grounds appropriately.**

#### **PARKING AND ADMISSION**

1. Vendors receive two courtesy Season Admission and Parking Passes **PER CONTRACT, (NOT per 10' booth space)**. Two courtesy passes consist of two season parking passes (season parking passes are one individual hang tag that hangs on your rear view mirror, you will receive a total of two) and two packs of admission tickets (there are five (5) to a pack, which means you will get a total of 10 daily tickets). This covers enough passes for two (2) people and two (2) vehicles to enter the grounds all five (5) days of the Fair.
2. **Additional Commercial Season Admission passes for \$25.00 and Commercial Season Parking passes for \$10.00 can be purchased before July 18, 2017.** After this point, all tickets become regular gate prices/promotions.
3. Admission passes will be given out at check-in upon receipt of the security deposit required. **No admission passes or parking passes will be given out before check-in.** Vendors should make use of our Will Call to distribute passes to their employees/volunteers prior to entering the Gates. The Waukesha County Fair is not responsible for any tickets provided to WILL CALL by a Vendor that an employee does not pick up prior to entering the Gates. Any tickets purchased before checking in at WILL CALL for these reserved tickets set by a Vendor will not be refunded for any reason. It is the responsibility of the Vendor to be sure that proper details are provided to each employee/worker as far as the specifics of tickets prior to entering the Gates.

4. Vendor parking is designated in the lots east of the 4-H Forum Marketplace and Arena Building. However, parking is **not** guaranteed on the fairgrounds.
5. **Tickets are not refundable.**

**POOLS AND SPAS**

1. Vendors are permitted to only fill **one pool/spa** with water. This water must be brought in or additional costs will apply.
2. The filled pool/spa **must be covered and locked** when exhibit is not manned.

**RULES AND ORDINANCES**

1. The vendor agrees to conduct all its business in an orderly and lawful manner and to obey all rules of the Waukesha County Fair which may not be in existence or which hereafter may be made and to abide by the rules and regulations and ordinances of Waukesha County and the City of Waukesha's Building Inspector, Health Department, Fire Prevention Department, and other such departments whose duties embrace regulations of exhibits. This also includes language and behavior.
2. **\*\*See County Ordinances listed on page 12- \*\***

**SHIPMENTS/DELIVERIES**

1. All UPS or Fed-Ex deliveries should be directed to the vendor, in care of the **Commercial Office (Trailer)**, Waukesha County Fair, 1000 Northview Road, Waukesha, WI 53188. Positively no property will be accepted upon which there are charges of any kind. **(Deliveries are not to be directed to the Expo Office in the Arena Building.)**
2. The Fair **will not accept responsibility** at any time for materials received and stored.
3. Delivery permit is required to access Gate #3.
4. **AFTER 11:00 AM ON THURSDAY & FRIDAY OF FAIR ALL DELIVERIES MUST BE MADE BY HANDTRUCK. AFTER 9:30 AM SATURDAY & SUNDAY OF FAIR ALL DELIVERIES MUST BE MADE BY HANDTRUCK- NO EXCEPTIONS.**
5. **For any type of deliveries being sent via mail, or carrier (i.e. UPS) please contact the Commercial Office with a contact name and phone number.**

**TAXES**

1. Wisconsin State Sales Tax is 5.1% in Waukesha County.

**UNSUITABLE PRODUCTS**

1. The Waukesha County Fair reserves the right to deny display and/or sale of any items which in the Commercial Committee's sole judgment are inappropriate. If any problem or situation arises that cannot be resolved by the contract agreement, and these rules and regulations, the final decision will be made by the Fair Management.
2. The display, sale or distribution of knives, and/or weapons of any type, is prohibited by the Waukesha County Fair. (Sole Exception per acceptance by the Waukesha County Fair Commercial Committee- Kitchen Cutlery)
3. Awards, prizes, gifts, or sales of any other items deemed hazardous (i.e. laser light pens), unsafe, or unsuitable by the Waukesha County Fair Management are prohibited.

**FEE SCHEDULE**

**Exhibit Space**

Indoor Space Floor ..... \$35.00 per frontage foot (all Indoor Floor booth space 10 ft deep).

Outside ..... Please see enclosed map & pricing below

Section A1– A7 ..... \$50.00 per frontage foot (corner locations)  
 Section B ..... \$40.00 per frontage foot  
 Section C ..... \$30.00 per frontage foot  
 Section D ..... \$25.00 per frontage foot  
 Section E ..... \$10.00 per frontage foot

Food Concessions ..... Please see enclosed map & pricing below  
 Section A1-A7 ..... \$42.00 per frontage foot & 17% of Gross Sales Minus Sales Tax (corner locations)  
 Section B ..... \$32.00 per frontage foot & 17% of Gross Sales Minus Sales Tax  
 Section C ..... \$30.00 per frontage foot & 17% of Gross Sales Minus Sales Tax  
 Section D ..... \$17.00 per frontage foot & 17% of Gross Sales Minus Sales Tax

**ELECTRICITY**

\$75.00 + Sales Tax..... 115 volt  
 \$120.00 + Sales Tax..... 230 volt - 30 - amp circuit  
 \$140.00 + Sales Tax..... 230 volt – 40-50 - amp circuit  
 \$170.00 + Sales Tax..... 230 volt – 60-80 - amp circuit  
 \$200.00 + Sales Tax..... 230 volt – 90-100 - amp circuit  
 \$225.00 + Sales Tax..... 230 volt – greater than 100 – amp circuit

**Everyone with 115-volt service or more must have a 100 foot 10/3 minimum of 15-amp grounding type extension cord.** All 230 volt hook-ups must have adequate cords or cables to reach power panels of 100 feet distance from exhibit booth to assure proper power and operation of your equipment with no slices and all plus in excellent working order.

All cords must be suitable to outdoor use. Those vendors who do not bring suitable cords will be required to **purchase them from the Waukesha County Fair for \$250.00 or more before** their equipment will be put in service. Cords for motors, refrigerators, freezers, and heavy duty heating equipment must be a minimum 100ft 10/3 minimum of 15-amp extension cord. If the cord does not meet electrical requirements or is not in good condition, you will not be connected or will be disconnected until it is replaced.

If you have any questions regarding electrical requirements of your equipment, consult your **LOCAL ELECTRICIAN** before completing the contract application. This is the sole responsibility of the vendor. Any services provided by the Fair Electrician must be paid to the electrician at time of service.

**TENT RENTAL**

**THE FAIR DOES NOT ALLOW POP UPS, IF YOU PLAN TO USE A TENT, YOU MUST RENT A TENT THROUGH US, ONLY PROFESSIONAL TENTS ARE ALLOWED. (Food vendors are excluded from renting a tent through us, however you must have your tent approved by us).** Prices are as follows;

The cost of renting a tent through the Waukesha County Fair **PRIOR TO JULY 4<sup>TH</sup>, 2017** is as follows:

	<u>TENT SIZE</u>	<u>FOOTAGE REQUIRED</u>	<u>COST</u>
<b>Center-Pole</b>	12 x 12	20 Feet	\$200.00 + Sales Tax
	15 x 20	30 Feet	\$250.00 + Sales Tax
	20 x 20	30 Feet	\$275.00 + Sales Tax
<b>Frame Tent</b>	10 X 10	15 Feet	325.00 + Sales Tax
	15 X 15	20 Feet	435.00 + Sales Tax
	10 X 20	25 Feet	425.00 + Sales Tax
	20 X 20	30 Feet	475.00 + Sales Tax
	20 X 30	35 Feet	625.00 + Sales Tax

Screening is **not available** through our tent company for food vendors. If you need a size tent that is not mentioned above, contact the Fair Office for a price. **The footage requirement listed above includes the additional 10 feet needed to allow for tent ropes and stakes. Any tent rented after July 4<sup>th</sup>, 2017 will be charged a minimum of a \$50.00 late fee based on tents available at this time.**

## CAMPING

Camping on the Fair Grounds is **very** limited and is done on a "first come" basis. Please request a camping form under "special requests" on your contract. This form is also available online.

1. Camping spaces will be available from Monday, July 17<sup>th</sup> through Sunday, July 23<sup>rd</sup> only - a seven (7) night maximum. **CAMPING ON SUNDAY WILL HAVE AN INCREASED PRICE AND YOU MUST BE OFF THE FAIRGROUNDS BY NOON ON MONDAY, JULY 24<sup>TH</sup>.**
2. **Camping spaces will be assigned.**
3. **Camping permits must be displayed in your vehicle window.**
4. Access to the grounds after 12:00 midnight is restricted to those with Waukesha County Fair IDs. **To remain** on the grounds, you must have Fair ID. Anyone on the grounds without proper ID will be removed. Only those persons listed on the Camping Request Form will be issued IDs.
5. **Camping fee is \$35.00 per night, per unit.** Sunday night will be \$50.
6. **Due to electrical wiring on the grounds, campers are not permitted to run their air conditioners (unless powered by your own generator). If used without a generator, you will be asked to leave.**

## SECURITY

1. Commercial security will be provided Wednesday through Sunday night. The Fair will not be responsible or liable for any theft. If there is a problem, a report is filed with the Waukesha County Sheriff's Department on the Fairgrounds.
2. **All exhibits must be removed from the Fairgrounds by 12:00 midnight on Sunday, July 23<sup>rd</sup>.** Unless other arrangements have been made prior to July 23<sup>rd</sup>, 2017 with the Commercial Office.
3. **No vehicles** will be allowed in restricted areas of the grounds after Noon on Wednesday, July 19<sup>th</sup>. Vehicles that are not removed by Noon on Wednesday **will forfeit their security deposit. NOTE: Non-food vendors that provide a self-addressed stamped envelope prior to Noon, Wednesday, July 19<sup>th</sup>, 2017 will have their security deposits mailed to them the week after the Fair provided all Rules & Regulations have been adhered to.**
4. **No vehicles** will be allowed in restricted areas of the grounds after **9:30 am Thursday through Sunday.** Vehicles that are not removed by 9:30 am Thursday through Sunday may **forfeit their security deposit.** Additionally, any vehicles brought onto the grounds prior to 9:00 pm Sunday night of the Fair may also forfeit their security deposit. **NOTE: Non-food vendors that provide a self-addressed stamped envelope prior to Noon, Wednesday, July 19<sup>th</sup>, 2017 will have their security deposits mailed to them the week after the Fair provided all Rules & Regulations have been adhered to.**
5. Vehicles (includes bikes, scooters, mopeds, motorcycles, golf carts or any motorized vehicles) will not be allowed into restricted areas of the grounds during the open hours of the Fair or before 9:00 pm on Sunday following the release time of 8:00 pm. **NO EXCEPTIONS**

### COUNTY ORDINANCES WAUKESHA COUNTY EXPOSITION CENTER

#### Ordinance of 12-5-58, Sec. 20-36 USE OF LIQUOR

No person shall bring into or drink any spirituous, vinous, malt or mixed liquors in any park or parkway, except in such areas as designated by the commission and then only by written permission of the commission, and except at such places as beverages are sold by licenses of the commission.

**Ordinance of 12-8-68, Sec. 20-37 DISORDERLY CONDUCT**

- A. No person shall use threatening, abusive, insulting, profane or indecent language, nor be guilty of conduct that is abusive, insulting, obscene, indecent or constitutes a breach of the peace.
- B. No person violating any of the prohibitions enumerated in subsection (A) shall be allowed to remain in any park or parkway (including Expo Grounds).

**Ordinance 154-03, 4-27-99, Section 2-45 SALES AND HANDOUTS**

- A. No person shall sell, keep, or offer for sale any article, merchandise, or thing; nor promote any trade occupation, business or profession, for commercial purposes in any park or parkway (including Expo Grounds) without a written permit from the Director of Parks and Lane Use or the Director's designee (Expo Manager).
- B. No person shall deposit, place or scatter any material in any park or parkway. It shall not be unlawful, however, to hand out or distribute without charge to the recipient, any printed or written material to any person willing to accept it.
- C. No person shall deposit or place any material in or upon any vehicle in any park or parkway unless the owner or occupant of the vehicle is willing to accept it.
- D. Any person who distributes any material shall keep the area of distribution free of any litter caused by or related to the distribution.
- E. No person shall post, stick or otherwise affix any item or material to or upon any tree, equipment or structure of any kind in any park or parkway.
- F. In this section "material" means and includes any printed or written matter, any sample or device, circular, leaflet, pamphlet, newspaper, magazine, paper, book, or other printed or otherwise reproduced original or copies of any matter or literature.

Any person violating any of these provisions is subject to fines up to \$100, together with the taxable costs in the action in the discretion of the court, or imprisonment in the county jail for a period not to exceed ninety (90) days.

# Sample Z-Tape

THANK YOU

8007860 07/10/20 1.66 16:21  
01 CLERK01 008800

<Z>

21 0021  
GT1 \$00000034778.23  
GT2 \$00000034059.92  
GT3 00000000880.93  
TR \$00000000000.00

DEPARTMENT

D01	111.000 0
Res Chocolate	\$333.00
D02	154.000 0
Res Vanilla	\$346.11
D03	5.000 0
Apple Chocolate	\$70.00
D04	27.000 0
Apple vanilla	\$108.00
D05	15.000 0
Brownie Chocolate	\$60.00
D06	17.000 0
Brownie vanilla	\$68.00
D07	7.000 0
Jd Brownie Choc	\$28.00
D08	7.000 0
Jd Brownie Vanil	\$28.00
D09	40.000 0
Waffle Low Choc	\$160.00
D10	40.000 0
Waffle High Vanil	\$160.00
D11	65.000 0
Waffle Cone Choc	\$261.00
D12	45.000 0
Waff Cone Vanilla	\$180.00
D13	1.000 0
Extra Bakery	\$1.00
D14	5.000 0
Apple Pie	\$10.00
D15	4.000 0
Brownie	\$8.00
D16	4.000 0
Jd Brownie	\$8.00
D17	27.000 0
Beef Dinner	\$216.00
D18	40.000 0
Chicken Dinner	\$320.00
D19	62.000 0
Pork Dinner	\$434.00
D23	2.000 0
Coffee	\$2.00
D24	5.000 0
Juice	\$10.00
D25	72.000 0
Soda	\$144.00
D26	26.000 0
Water	\$52.00
DEPT TL	741.000 0
	\$2917.11

DEPT (-) 0.00% \$0.00

TRANSACTION

NET1	\$2917.11
NET	\$2917.11
NET2	\$2917.11
SBIL VOID	6.00
	\$31.00
NO SALE	37.00
TRANS CT	479.00
NET 3	\$2917.11
CASH	479.00
	\$2917.11
*****	\$2917.11



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**inpro**