



WAUKESHA COUNTY FAIR ASSOCIATION, INC.

2417 SILVERNAIL ROAD, PEWAUKEE, WISCONSIN 53072

(262) 544-5922

www.waukeshacountyfair.com

Aaron Schuett
President

Chrissy Gluege
Executive
Director

WAUKESHA COUNTY FAIR NEW VENDOR CONTRACT AGREEMENT

JULY 17 – 21, 2024

CONTRACT DUE: _____

Vendor's Company/Business Name

TIN Number/Social Security Number

Vendor's Address, City, State, Zip Code

Seller's Permit Number

Representative's Address City, State, Zip Code (If different than above.)

Company/Business's Phone Number

Representative's Email Address (**REQUIRED**) & Fax Number

Representative's Phone Number

Signature of Representative – Acknowledge that I have read and understand the 2024 Rules/Regulations Hand Book

Cellular Phone Number (**REQUIRED**)

Date

Non-profit Organizations – Tax Number

It is agreed that all rules/regulations and general information for the Waukesha County Fair as attached or provided on website are a part thereof and no agreement other than those contained herein shall be binding upon parties unless in writing, and signed by an authorized representative of the Waukesha County Fair.

It is agreed that all vendors keep their exhibits in place through the completion of the Fair. **NO VENDOR MAY REMOVE AN EXHIBIT ANY EARLIER THAN 8:00 PM ON JULY 23rd. ANY VENDOR LEAVING PRIOR TO THE 8:00 PM RELEASE TIME MAY NOT BE ALLOWED TO RETURN TO SUBSEQUENT WAUKESHA COUNTY FAIRS AND WILL CONSEQUENTLY FORFEIT THEIR SECURITY DEPOSIT.**

It is further agreed that a minimum of 50% of the balance shall accompany this contract agreement and that upon approval of the contract agreement, there will be no refunds of exhibit fees or deposits. All fees will be returned to those applicants whose contract agreement has not been approved. With the acceptance of the contract agreement the remaining balance of initial exhibit costs, including electrical fees, will be paid by **May 1, 2024 (If contract is accepted after May 1, final payment is due 30 days after accepted contract or by July 1 - whichever comes first). If final payment is not received by this date, a \$50.00 late fee will be assessed.** Any additional fees will be paid by **July 1, 2024.**

A one hundred-dollar (\$100) deposit for each booth (Food Vendors five, hundred dollars - \$500.00) will be required, in CASH ONLY, at check-in, to guarantee your booth will remain open and staffed until release time. The deposit will be returned to you at release time provided your booth has remained **open, intact, and staffed during open hours.**

Map layout is subject to change at any time based on unknown circumstances that could arise. Booth space/map layout is made solely by the Commercial Committee and exact booth location is NOT allowed to be disclosed until day of vendor check-in. **NO EXCEPTIONS. Vendor Check-In times are listed in the 2024 Rules and Regulations booklet.**

Total Length and width of unit including hitch and awnings _____

Please indicate the side of your unit that you will be serving out of (if applicable) _____

Do you plan to hold a contest, drawing, or raffle? ___ Yes ___ No

Do you have a stock truck? ___ Yes ___ No If yes, what is the total length and width of unit _____

Does your stock truck have its own generator? ___ Yes ___ No

Physical description of Exhibit or Display. Please include a photo of your booth or display.

List and describe all products to be sold or displayed and attach samples of handouts. Please be specific. Each product to be sold **MUST** be listed clearly. ("Same as last year" or "Etc." is not acceptable).

****REQUIREMENT** ALL VENDORS** must list three references of other events that you have participated in (If this is your first event, please state that); **failure to do so will result in no acceptance of contract.** Please include contact name, phone number, and/or email.

1. _____
2. _____
3. _____

List any special requests or provisions needed for your exhibit or display.

I have read the above contract, 2024 Commercial Rules & Regulations, and agree to all terms that the Waukesha County Fair Association has stated.

Name of representative – Printed

Signature of representative

Date

To Be Completed by Vendor ****There will be a \$50 charge for all checks returned from your bank. ****

Exhibit Space –

Exhibits space is sold in 5' increments with a 10' Minimum-Indoor and 15' Minimum-Outdoor. Space is sold by the frontage foot. -- An example would be the following; - Indoor space 10 ft x \$35.00 = \$ 350.00

****5.0% Sales Tax must be added if you purchase electric, rent a tent, or purchase a season parking pass. ****

Please reserve the following for the 2024 Waukesha County Fair, to be conducted at the Waukesha County Exposition Grounds, 1000 Northview Road, in Waukesha, Wisconsin 53188, opening at 12:00 pm Wednesday, July 17th and running through 8 pm Sunday, July 21st, the following type of space:

Forum Floor _____ x \$35.00 = \$ _____

**If electric is needed in the forum, add \$75 + tax. See below.*

Outside Space

Section A1, A2, A3, A4, A5, A6, A7, A8, A9, A10, A11, A12, A13
A14 (Circle One)

- (Corner Locations) _____ x \$65.00 = \$ _____
- Section B _____ x \$50.00 = \$ _____
- Section C _____ x \$30.00 = \$ _____
- Section D _____ x \$25.00 = \$ _____
- Section E _____ x \$10.00 = \$ _____

Food Space

Section A1, A2, A3, A4, A5, A6, A7, A8, A9, A10, A11, A12, A13
A14 (Circle One)

- (Corner Locations) _____ x \$57.00 = \$ _____
- Section B _____ x \$42.00 = \$ _____
- Section C _____ x \$22.00 = \$ _____
- Section D _____ x \$17.00 = \$ _____

Water Hook Up

\$50.00 = \$ _____

Electrical Fee: (See electrical fee schedule in book) = \$ _____

Storage Unit Electrical _____ Amps _____ x \$10 = \$ _____

Tent Rental: _____ x _____ = \$ _____

(See Commercial Rules & Regulations for specifics)

Season Passes: _____ x \$25.00 = \$ _____

Season Passes:(After July 1st) _____ x \$30.00 = \$ _____

Season Parking Pass: _____ x \$10.00 = \$ _____

Single Day Passes: _____ x \$ 7.00 = \$ _____

Camping No. of Nights: _____ x \$40.00 = \$ _____

Sunday Night Camping: _____ x \$55.00 = \$ _____

Late Fee \$50.00 = \$ _____

5.0% Sales Tax (Only Electric, Tent Rental or Parking) = \$ _____

Total Balance Due = \$ _____

50% Deposit: (Ck # _____) = \$ _____

Remaining Balance Due May 1st = \$ _____

*All vendors must furnish Certificates of Insurance for general liability with limits of \$1 million per occurrence, food vendors shall also have product liability, naming the Waukesha County Fair Association 2417 Silvernail Road Pewaukee, WI 53072 **AND** Waukesha County Expo Grounds 1000 Northview Road Waukesha, WI 53188 as an additional insured.

If purchasing camping space, you must also fill out a camping contract. Please call the Fair Office or log onto our website to obtain the required form.

Payment with Credit Card

First Name (as it appears on card): _____

Last Name (as it appears on card): _____

Credit Card # _____

Please Circle One: VISA AMEX MASTERCARD DISCOVER

Expiration _____ Zip Code: _____ Security Code: _____

A 3% Processing Fee will be assessed for any payments made via Credit Card after July 1st.

FOR OFFICE USE ONLY Date Received: _____ Payment Enclosed ___ yes ___ no Amount \$ _____
Date Accepted: _____ Accepted and Approved By: _____