



March 11, 2019

Dear Outagamie County Fair Vendor / Partner:

Excitement is in the air as we begin preparation for the 135th Outagamie County Fair scheduled for July 23 to 28, 2019. Make sure to reserve your space as soon as possible because vendor space is limited. **The absolute deadline to have last year's space held for you is April 30, 2019.** After this time, vendor space not reserved will be offered to those on our waiting list. For more information on this year's fair, please view our website at outagamiecountyfair.com. We will be featuring two nights of music in the grandstand including country on Friday and rock on Saturday. Wednesday night will feature bull riding. Thursday, and Sunday will feature motorsports events in the grandstand. The Tuesday evening tractor pulls will be featured as a "pre-fair" event. Carnival operations, commercial vendors, and exhibit building will be open at noon on Wednesday.

Please complete the attached **Vendor Application** and send it back along with your **Power Request Form**, and **Wisconsin Temporary Event Operator and Seller Information** form. Please note that there are changes in the fees and processes for 2019. Please refer to the attached **Rate Guide** and **Rules and Regulations** when completing your application. If possible, please also include your required **Certificate of Insurance (naming the Outagamie County Fair Association as an additional insured)** with your returned contract, or have it emailed to me at manager@OutagamieCountyFair.info as soon as possible. We will again be offering chair rentals and plain or skirted table rentals for those that need this service.

NEW THIS YEAR: For food vendors we will be implementing a commission fee in addition to the footage charge. This process will be new for everyone and may feel like a negative for you; however, this revenue source will allow us to bring in new midway acts and continue to provide bigger grandstand acts that will increase attendance and sales for all vendors on the grounds.

Here is an example of what this would look like:

You have a 15 foot stand @ \$36/foot = \$540 for the space.

You will report sales by 12pm the day after (Wednesday sales will have to be reported by 12pm Thursday)

Commission will not be owed until you have sales that surpass your footage fee.

	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Assumed Sales	\$200	\$400	\$400	\$800	\$800	\$1100
5% Commission owed	\$0	\$3	\$20	\$40	\$40	\$55

Total Commission owed to the Fair = \$158.00

Please note that for 2019 there is a **required security deposit**.

- A **security deposit (CASH ONLY)** equal to ½ space rental fee will be required at check-in. (Security deposit capped at \$200 for inside vendors and \$500 for outdoor or food vendors.) The security deposit will be held to guarantee that vendor's booth and display remain open for business and intact until 6:00 PM Sunday and that the vendor fulfills all contract requirements and surrenders space in a clean and undamaged condition. For vendors who have met the above conditions, the security deposit will be returned at check-out (approximately 6:30 PM Sunday). Security deposits not claimed by 12:00 PM Monday shall become the property of the Outagamie County Fair.

PO Box 246, Seymour, WI 54165

920-833-2941

outagamiecofair@yahoo.com

Please do not send payment with application. Contracts will be sent out as applications are received and payment will be due with contract.

Please call me at (920) 833-2941 or email me at manager@OutagamieCountyFair.info, if you have any questions about this year's fair. If you are **not** planning to attend this year please let me know as soon as possible so that I may offer your spot to a new vendor. We would like to thank you for your past involvement in making the fair a great success and we hope that you will join us again. Remember, the absolute deadline to reserve your space is April 30. We look forward to seeing you at the fair!

Sincerely,

Brian Stille

Brian Stille
Outagamie County Fair Manager