

**WADENA COUNTY FAIR
VENDOR GUIDELINES
June 21st - 24th 2018**

Exhibitor Courtesy:

1. Previous year Vendors will have first priority to obtain a space when selling the same product, if you don't register and pay down payment fee by May 1st, that space/product will be available to anyone else. If payment is not paid in full and necessary completed documents are not received by **June 1st**, your space may be forfeited.

Exhibitor Regulations and On-Site Details:

1. All agencies/organizations/businesses/special interest groups must obtain a commercial space in order to sell or solicitant a product or service during the fair.
2. To obtain a space must you register by submitting a completed application and ST-19 Form, **along with a \$50 down payment fee paid by May 1st. NON REFUNDABLE. Payment in full is due by June 1st.** Exhibitors will not be allowed to set up until all paperwork is received and fees are paid in full.
3. Commercial spaces are located both in and outdoor. Fees vary depending on size and resources requested.
 - Inside spaces are 8x10 or 8x20.
 - Outside spaces vary.
4. **Set-up and Take –down**
 - Set-up hours are **Wednesday, June 20th from 4-8pm.**
 - All exhibits **must be set up by 8pm.**
 - There will be **NO** early take-downs. (Anyone who does not obey will not be asked to come the following year.)
 - Take down is Sunday, June 24th 6 pm-8 pm.
5. The commercial buildings are locked until 15 min. prior to opening and will be locked again at or near 10pm nightly.
6. All exhibitor vehicles must be removed from the fairgrounds 1/2 hour before the fair opens each day.
7. **Electricity**
 - There is electricity available for a fee. (both indoor and outdoor)
 - Use of sound equipment must not disrupt or interfere with business of other exhibitors.
 - Outdoor vendors using power supply are subject to inspection by the MN department of Labor and Industry and must meet all applicable codes and regulations. For information regarding the necessary requirements please call the local MN State Inspector Gary Zacharias at 218-631-1329. Office hours are 7am to 8:30am.
8. **Resources**
 - Tables and chairs must be pre-ordered if you want us to supply them.
*Fees apply: \$15 per table and \$2 per chair
9. **Food Vendors**
 - Food concessions cannot compete with food items specifically indentified within the Wadena County Ag Society contract with the carnival.

10. Commercial building hours (Indoor Exhibitors)

Thursday June 21st 12pm-10pm

Friday June 22nd 12pm-10pm

Saturday June 23rd 12pm-10pm

Sunday June 24th 12 pm-5 pm

Outdoor Exhibitors

May open as early as 10am and must be done by 12am.

11. The Fair Board reserves the right to refuse applications. The decisions of the Fair Board are final

Contact:

Brittney Ewert (Indoor Vendors) 218-639-5070

Mike Olson (Outdoor Vendors) 218-639-0750

Bryan Wegscheid (Outdoor Vendors) 218-639-3618

Submission of application does not mean acceptance.

We will meet your request by means of seniority and timely return of contract.

Confirmation letter of acceptance will be sent after May 1, 2018