



www.polkcountyfair.com

Commercial Space Rental
Application
Polk County Fair
July 27 -30, 2017

Name of Business or Individual _____

Contact Person _____ Cell phone _____

Mailing Address _____

Phone/Land _____ Phone/emergency _____ Email _____

Product or Nature of Business _____

Description of Vendor Display _____

The undersigned agrees to abide by the policies stated on this application. The undersigned agrees to indemnify and save harmless the Polk County Fair Society, Inc., a Wisconsin Corporation, Officers and Directors and Polk County, its successors and assigns, from all claims for loss, damage or injuries sustained by the undersigned or by a person whomsoever, whether the same be caused by the negligence of the undersigned, or the officers, agents, employees or otherwise of the undersigned.

Signature of Person Responsible for the Exhibit

Date

Vendor Space Requested _____ Cost \$ _____

Hook-up needed: Food Vendors \$60 _____ 110v \$25 _____ Cost \$ _____

Commercial Vendor Season Tickets (limit of 10): Number of Tickets Needed _____ at \$10 each \$ _____

Commercial Vendor Daily Tickets (limit of 40): Number of Tickets Needed _____ at \$ 4 each \$ _____

Commercial Vendor Insurance \$70.00 (If needed) _____ Cost \$ _____

Total Amount Enclosed \$ _____

For security purposes, we are asking all vendors to provide full names and birthdates of those working in their booth. List must be turned in prior to opening day of the fair. Please email to kim@itpmolding.com by Wednesday July 26, 2017. If you are unable to email please turn in at the Secretary's office. **All individuals participating in our fair may be subject to background checks.**

To reserve your same spot as previous year please send us your Rental Application, Certificate of Liability Insurance, Wisconsin Form S-240 and Payment (checks made payable to Polk County Fair Society) by **April 15, 2017**. New vendors are urged to send in their requests by application as soon as possible. When we determine our 2017 new availability, we will be going through applications on a first come, first serve basis.

Applications received after June 15, 2017 will be subject to a \$50 late fee.

Mail all 4 documents to: ITP PO Box 577 St. Croix Falls, WI 54024

Upon receipt of the application form and payment, you will receive email confirmation. Please make sure you have included your email address. Advance purchased Tickets will be mailed in mid July. **Please keep one copy of the application for your files.**

All new vendors must list three references or other events that you have participated in (please include contact info)

1 _____

2 _____

3 _____

1. **Vendor Displays are to be set up by 7:00 a.m. on Thursday, July 27, 2017. If you are not set up by this time we reserve the right to not allow you to be a vendor at the 2017 fair. No refund will be given.**
2. Vendor Displays are to be manned daily as long as the fair is operating.
3. Equipment and display materials are to be furnished by the Vendor.
4. Vendors are responsible for keeping the area clean at all times.
5. Garbage must be secured in plastic bags and deposited in a Dumpster (provided).
6. Nailing or stapling items to inside or outside walls or posting of banners, fliers or notices directly on the buildings is strictly prohibited.
7. All vendor activity must be done from vendor space. Marketing, advertising, soliciting, lobbying and petitioning by vendors on the Fairgrounds is prohibited. Distribution of Flyers, Banners, Informational, or, Advertising Materials on the Fair Grounds requires permission of the Fair Board.
8. No Segway's will be allowed on the Fair Grounds.
9. Pornographic or other items deemed inappropriate are strictly prohibited and will not be allowed to be displayed or sold.
10. No pets except service animals are allowed on the fair grounds
11. Knives, swords, guns or weapons of any type are strictly prohibited and are not to be displayed or sold.
12. **Vendor displays need to remain intact until 4:30 p.m. on the last day of the fair and are not to be removed via motor vehicle prior to 5:30 p.m. Please explain this to your booth workers. If you do not follow this rule, you will not be able to return next year.**
13. Vendor Displays not removed by the Tuesday morning following the completion of the fair will require prior approval from the Commercial Space Superintendent.
14. Recycling of all aluminum cans, plastic and cardboard is required. Please use the containers provided.
15. Vendors will **not** be allowed to park by their booth or display area.
16. Vendors must provide a Certificate of Insurance for general liability insurance coverage.
17. Wisconsin Form S-240 at the fair website or State online at (<http://www.revenue.wi.gov/forms/sales/s-240f.pdf>) must be returned with your application.
18. Cancellation notice must be received by June 15th in order to receive full refund.
19. The Polk County Fair Society, Inc. reserves the right to assign space or reject any application.
20. The Fair Society has issued a 1:00 am curfew that will be enforced.
21. **Due to safety concerns we highly discourage vehicle traffic on the fairgrounds, because of this any deliveries by motor vehicle must be completed by 8:00 am. Any deliveries that need to be brought in during the day will be the vendor's responsibility to bring in by hand or wagon.**
22. No generators.

Reservations for camping on the Fairgrounds

Please go to Fair Web-site

www.polkcountyfair.com