



[www.polkcountyfair.com](http://www.polkcountyfair.com)

Commercial Space Rental  
Application  
Polk County Fair  
July 25 – July 28, 2024

Name of Business or Individual \_\_\_\_\_

Contact Person for Application Process \_\_\_\_\_ Cell phone \_\_\_\_\_

Contact Person for During the Fair \_\_\_\_\_ Cell phone \_\_\_\_\_

*\*\*We will use the above info to set up a group text to use for reminders & notifications for any emergencies during the fair \*\**

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 \$ \_\_\_\_\_

**Please note:** We will **not** be exchanging passes for wristbands or vice versa! Please make sure to order what you need. We will be mailing paper season and/or daily passes to you prior to the fair. Wristbands will be handed out at the fairgrounds during setup days or you can contact us to make arrangements for pickup. If you have any commercial vendor questions please contact Kim Palmsteen [kim@itpmolding.com](mailto:kim@itpmolding.com) 715-338-4731 or Amy Johnson [amy@itpmolding.com](mailto:amy@itpmolding.com) 715-781-1917.

Commercial Vendor Season Tickets (limit of 10): Number of Wristbands Needed \_\_\_\_\_ at \$17 each \$ \_\_\_\_\_  
or Number of Tickets Needed \_\_\_\_\_ at \$17 each \$ \_\_\_\_\_

Commercial Vendor Daily Tickets (limit of 40): Number of Tickets Needed \_\_\_\_\_ at \$ 8 each \$ \_\_\_\_\_

Commercial Vendor Insurance \$85.00\* (If needed) \_\_\_\_\_ Cost \$ \_\_\_\_\_

\*Cost may be more based on product/service

Total Amount Enclosed \$ \_\_\_\_\_

**General Liability Insurance requirement of no less than \$1,000,000 per occurrence and \$1,000,000 aggregate. The certificate holder must be listed as follows: Polk County Fair and their agents and/or employees and Polk County 800 E Louisiana St. Croix Falls, WI 54024**

Please send us your Application, Certificate of Liability Insurance (see above), Wisconsin Form S-240 and Payment (checks made payable to Polk County Fair Society) by **April 15, 2024**, in an effort to request your same location. We reserve the right to make changes to vendor locations if needed. New vendors are urged to send in their requests by application as soon as possible. When we determine our 2024 availability, we will go through new vendor applications and we will notify potential new vendors of possible openings at that time per our discretion.

Applications received after June 15, 2024 will be subject to a \$50 late fee.

**Mail all 4 documents to: Polk County Fair Society c/o ITP 529 Blanding Woods Rd St. Croix Falls, WI 54024**

1. Vendor Displays are to be set up by 7:00 a.m. on Thursday, July 25, 2024. If you are not set up by this time we reserve the right to not allow you to be a vendor at the 2024 fair. No refund will be given. If you are setting up your vendor spot on Wednesday afternoon you will not be able to drive your car to your booth from 12:00 to 5:00 pm to keep our exhibitors entering the fair safe.
2. Vendor Displays are to be open and operating every day of the fair, at a minimum during the hours of 10 am and 7 pm. We do not require the booths to be staffed, but they do need to be open. Display only booths are welcome, but must be checked daily.
3. 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! You are welcome to haul things to your vehicle in the parking lot, or pack up and wait until 5:30 to drive up to your area. If you do not follow this rule, you will not be able to return next year!
4. Vendors will not be allowed to park by their booth or display area.
5. Equipment and display materials such as tables, chairs etc. are to be furnished by the Vendor.
6. Vendors are responsible for keeping their area clean at all times.
7. Garbage must be secured in plastic bags and deposited in a dumpster (provided).
8. Nailing or stapling items to inside or outside walls or posting of banners, fliers or notices directly on the buildings is strictly prohibited.
9. All vendor activity must be done from vendor space.
10. No Segway's will be allowed on the Fair Grounds.
11. Pornographic or other items deemed inappropriate are strictly prohibited and will not be allowed to be displayed or sold. No items with Profanity on them will be allowed to be displayed. Knives, swords, guns or weapons of any type are strictly prohibited and are not to be displayed or sold.
12. No pets except service animals are allowed on the fair grounds
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 must provide a Certificate of Insurance with a minimum of \$1,000,000 general liability insurance coverage.
16. Wisconsin Form S-240 at the fair website or State online at <https://www.revenue.wi.gov/DORForms/s-240f.pdf> must be returned with your application.
17. Cancellation notice must be received by June 15<sup>th</sup> in order to receive full refund.
18. The Commercial Vending Committee and/or Polk County Fair Society, Inc. reserves the right to assign space or reject any application. We also reserve the right to make changes to vendor locations if needed.
19. The Fair Society has issued a 1:00 am curfew that will be enforced.
20. 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.
21. No generators.

Reservations for camping on the Fairgrounds  
Please contact Janis Larson  
715-553-0118 or [lars\\_js@hotmail.com](mailto:lars_js@hotmail.com)  
Please mention that you are a Commercial Vendor