



## **MONROE COUNTY AGRICULTURAL SOCIETY**

**P.O. BOX 908 – Tomah, WI 54660**

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

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

*Promoters of the Monroe County Fair and the  
Budweiser Dairyland Super National Truck & Tractor Pull*

### **2018 MONROE COUNTY FAIR VENDOR MANUAL**

CONTRACTS are with Monroe County Agricultural Society, hereafter known as MCAS.

**CONSIDER RECEIVING A CONTRACT FROM MCAS AN INVITATION TO HAVE A BOOTH AT THE 2018 MONROE COUNTY FAIR.**

GENERAL INFORMATION - Contracts are sent out to all vendors who rented space at previous events. The compliance with deadlines for payments and receipt by the Event Office for paperwork is extremely important. If contracts are not returned to the Event Office by June 29<sup>th</sup> for the Monroe County Fair, the space will not be reserved for you and may be sold to the next vendor on the waiting list.

The contract shall cover only the type of business mentioned herein and shall be confined to the space rented. Products and types of exhibits cannot be added unless approved by the Vendor Committee Chairperson. To have additional products approved, please write your request in the form of a letter and send with your contract. The Vendor Chairperson will review the request and notify you whether your additional products will be prohibited or not.

The MCAS endorses a "Clean Event Policy" and therefore, will not allow the sale of any merchandise with vulgar or indecent words, pictures or implications. The event will not allow the sale of any merchandise that could be harmful to the patrons. Interpretation of this rule will be at the chairperson's discretion.

The MCAS reserves the right to cancel the contract if, in the judgment of the MCAS, the business or exhibition being carried out or the manner of conducting the business is objectionable to the public or as not represented at the time the contract is signed or does not in every way comply with WI state requirements. In the event of cancellation, all payments previously made thereon shall become forfeited to MCAS.

The space leased under the contract cannot be sublet or any part of the space assigned to other parties without the written consent of the MCAS and the MCAS reserves the right to grant or refuse such consent. Any violations of this provision shall immediately forfeit this lease and privileges sold under it. In the event of cancellation prior to 10 days before the event, there will be a \$50.00 service charge assessed. Any cancellations within 10 days of the event will result in no refunds.

CAMPING – Camping is available to vendors on a limited basis. There is no charge to camp in the vendor area during the dates of the event. Electricity is not guaranteed and is available on a first come/first serve basis. Camping or trailer parking from the Monday of the event week until the beginning of the event is \$15.00/day. In the event that the vendor camping is full, camping in the general campground is available from Thursday – Monday for \$100.00. There are 24 hour showers on the grounds.

GARBAGE PICK-UP - All garbage must be cleaned up within your space along the midway front or within 10' of your stand by 8:00 a.m. each day. Our crews will pick-up garbage in the morning and throughout the day as necessary. There is no dumping of soapy grey water, grease or byproducts on the grass or grounds. Bring containers for grey water and use the grease barrels provided. At the end of the event, all garbage must be picked up in and around your area before leaving.

RAFFLES - The sale of raffle tickets/items on the grounds is prohibited during the event without express permission of the MCAS. You may contact the office for a contract and/or availability.

**INSURANCE** - All vendors will be required to provide the MCAS a certificate of insurance with coverage of \$1 million or more  naming the Monroe County Agricultural Society, 1625 Butts Ave., Tomah, WI 54660, as an additional insured. You will not be allowed to set-up until the certificate of insurance has been provided. If you do not have this type of insurance, a rider may be obtained from the MCAS policy for a fee of \$100.00/per location at event. The MCAS assumes no liability for loss or damage to any property of vendors due to fire, tornado, weather conditions, vandalism, theft or any other causes. You are leasing space at your own risk. Another insurance company available is ACT Insurance – [www.actinsurance.com](http://www.actinsurance.com) or 888-568-0548. Please have your insurance company fax a certificate of insurance to 608-372-1052. This MUST be received 10 days prior to the event.

**WISCONSIN SALES TAX** - All Vendors are required to complete a “Wisconsin Temporary Event Operator & Seller Information” Form. This will need to be provided to the Event Office prior to setting up your booth. We will need a copy of your Wisconsin Seller’s Permit Certificate.

**VENDOR SPACE** - All vendors must confine their activities to the space they have rented. No hawking is allowed. You may not sell or promote your item outside of your space. You must keep your merchandise within your rented space. You cannot pass out pamphlets or solicit outside of your rented area. You may not disrupt the other vendors in your area. For example, you may not have loud music or noise in your booth or leave your promotional pamphlets on other rented areas. No signs or tables are permitted to extend beyond your rented space. No signage or sandwich boards may be placed in or around the grounds without the express permission of the Vendor Chairperson. No altering of walls, nothing can be attached to walls without permission of the Vendor Chairperson. To help with booth placement, you may want to send a picture of your area.

You must provide covers for electrical wires running in public walkways. You are responsible for your own space. Monroe County Ag. Society reserves the right to inspect any booth or merchandise at any time. All free give-a-way samples must be approved by the Vendor Secretary. You may not give away or sell water or soda without being a Commercial Food vendor.

**Monroe County Fair Vendors Hours of Set-Up**

Tuesday:	1:00 pm – 4:00 pm
Wednesday:	10:00 am – 4:00 pm
Thursday:	9:00 am – 11:00 am

**Monroe County Fair Vendor Hours of Operation**

The Gold Exhibit Building hours stated below.

Wednesday:	4:00pm – 10:00 pm
Thursday:	10:00 am – 10:00 pm
Fri. & Sat.:	9:00 am – 10:00 pm
Sunday:	9:00 am – 4:00 pm

All Vendor Booths must be set up by 9:00 a.m. on Thursday. They may be open as early as Wednesday evening as the fair officially starts at 5:00 pm. on Wednesday. **The MCAS welcomes informational booths both staffed/unstaffed for more flexibility during the fair week! Do not feel like you must be in your booth at all times!**

Food will be available beginning at noon on Wednesday. Ice is available for purchase at the main office on the grounds - opens at 8am.

City Ordinance – No individual shall possess or consume any alcoholic beverage on the premises known as Recreation Park except those individuals located within the confines of the licensed beverage areas or those individuals located within a tent or camping unit after event operating hours for vendors. Smoking is not allowed in any of the buildings, per the fire chief.

There is Security on the grounds Wed. through Sunday at 5:00pm, however there is not security provided expressly for the vendor booths. There will not be any security on the grounds on Sunday night (the last day). It is the vendor’s responsibility to secure your property at all times during the event. All helium tanks must be secured according to code.

You are **not allowed** to drive any stakes or anchor devices on any blacktop or concrete areas. All vendor booths/vehicles must be removed by 12:00 p.m. (noon) on Monday following the event. Any booth left in place beyond noon on Monday will be assessed a \$25.00/day fee. Your area must be clean. If the space is not left in the condition it was when it was leased, a \$25.00 fee will be assessed. In the event any assessment is not paid, you will be deprived of space the following year. The Vendor Committee will be patrolling your area after you leave and a decision to charge a vendor for improper cleanup/mess will be made by the Vendor Chairperson(s).

INSIDE VENDOR SPACE – GOLD EXHIBIT BUILDING - Inside space is located in the Gold Exhibition Building. Space inside the gold building is available for 10' or 12' frontage. Booths are 8' deep. Your booth number/location will be at the Vendor Registration table.

Space Fee: See Contract for pricing

End Booth Exposure (if available): \$10.00

Tables are available on a limited basis in the Gold Exhibit Building and the charge is \$5.00/table.

Electricity in the Gold Exhibit Building is available for a charge of \$3.00/per space.

OUTSIDE VENDOR SPACE – Spaces are 18' deep. Frontage footage is reserved by the vendor - See contract for pricing. A minimum of ten feet is required. You will only be allowed the footage you have reserved. You will be mailed/emailed your information prior to the event. Your booth number/location will be at the Vendor Registration table.

OUTSIDE PREMIUM MIDWAY SPACE (by Gold Building) – Spaces are 10'x10'. See contract for pricing. No vehicles allowed. You will be mailed/emailed your information prior to the event. NO MORE THAN 10'x10' is allowed for Premium Midway Space. Your booth number/location will be at the Vendor Registration table.

CONTRACTS/PACKETS - **\*\*NEW\*\*** Once your contract has been received we will process and hold your packet until the event. Your cancelled check is your assurance that you have been accepted into the show. If you are unsure of your acceptance status, send an email for confirmation. ([mail@tomahtractorpull.com](mailto:mail@tomahtractorpull.com)) Please pick up your packets with parking passes and booth information once you arrive at the event – gates are **FREE UNTIL THURSDAY!** We will make arrangements if you are still setting up on Thursday morning. A table marked **Vendor Registration** will be located in the Gold Exhibit building. We will check for proper paperwork (Insurance/Sales Tax etc.) and if you have necessary forms on file, you will get your packet and may proceed with setting up your booth space.

PARKING & GATE PASSES - Parking on the grounds is not available. A designated vendor parking area will be assigned and a pass with directions will be provided upon arrival. Additional parking is available on the street for free or in the campground overflow areas.

SUPPORT VEHICLES - You may not have any support vehicles (i.e. golf carts, 4-wheelers, etc) without the express permission of the event organizers.

ELECTRICITY - Electricity is available on the grounds in a limited supply. You are responsible for your own electrical cords and hook-ups. If the grounds electrician deems you have an unsafe hook-up, you are responsible for correcting the hook-up at your own cost. MCAS is not liable for loss of income or damages due to the interruption of electrical service as a result of any means. All **walk area cords must be covered** due to insurance requirements.

EXCLUSIVE RIGHTS - MCAS has exclusive rights to all Monroe County Fair and Budweiser Dairyland Super National Truck & Tractor Pull and any other tractor or truck pull promotional items. You must contact the office for permission to use all logos owned by MCAS. NTPA logos are owned by NTPA and permission must be granted from that association.

#### EVENT OFFICE

The Event Office is located to the east of the Grandstand Area. It is the only two-story yellow block building on the grounds. The Office will be open from 8:00 a.m. until 9:00 p.m. The phone number for the office is 608-372-2081. Please use this number for emergencies only. UPS deliveries are generally made in the morning. If you are expecting a delivery, please notify us. If your delivery is COD, we must have your money (correct amount) before the UPS delivery arrives **or it will be refused**. MCAS assumes no liability or responsibility for deliveries made to the office. There is a first aid station located by the Gold Exhibit Building. The physical address for Recreation Park is 1625 Butts Ave., Tomah, WI 54660. In case of emergency, please call 911.

The Websites are:      Budweiser Dairyland Super National Truck & Tractor Pull:      [www.tomahtractorpull.com](http://www.tomahtractorpull.com)  
   Monroe County Fair:      [www.monroecountyfairwi.com](http://www.monroecountyfairwi.com)

Email Address is:      [mail@tomahtractorpull.com](mailto:mail@tomahtractorpull.com)      Contact: Alex Knoepker or Lisa Scheitler (leave message)

Physical Address is:      Recreation Park      Mailing Address is:      P. O. Box 908  
   1625 Butts Ave.      Tomah, WI 54660  
   Tomah, WI 54660      Office Phone Number: 608-372-2081