



June 20-22, 2019

**MONROE COUNTY AGRICULTURAL SOCIETY**  
P.O. BOX 908 – Tomah, WI 54660  
Phone: 608-372-2081 Fax: 608-372-1052  
Email: [mail@tomahtractorpull.com](mailto:mail@tomahtractorpull.com)  
[www.tomahtractorpull.com](http://www.tomahtractorpull.com) [www.monroecountyfairwi.com](http://www.monroecountyfairwi.com)



July 24-28, 2019

## **2019 MONROE COUNTY FAIR**

### **Art/Craft Show, Flea Market Show, and Commercial Booths/Displays/Retail/Organizations**

Dear Vendor, Director, Sales Representative, or Contact Person,

The Monroe County Agricultural Society (MCAS) invites you to have a booth at the 2019 Monroe County Fair, to be held July 24-28, 2019 in Tomah, Wisconsin. The fair is an event many people look forward to each year and gives many people involved in agriculture, the arts, and youth activities a chance to demonstrate what they have accomplished over the past year. The event is also a great way to sell products, advertise, or spread a message about something you are passionate about. We hope you can join us and be a part of this year's county fair!

As a vendor committee, we strive to provide different types of booths for all types of people, which is why we have contacted you (based on the type of merchandise or services you have/offer). Please consider bringing your goods or services to the event and being a part of the festivities! Your booth does NOT need to be manned the entire time that the event is going on. Many people set up a "display only" table and set out promotional flyers or pamphlets for people browsing to take. You are, however, more than welcome to have your booth staffed for face-to-face interaction.

Due to the nature of the grounds, there are several options from which you may select when it comes to your booth location. We have a variety of locations, with varying prices and requirements for each, catering to vendors' setup needs. The MCAS Vendor Committee realizes some vendors may require their booth to be indoors, while others are prepared to be outside – we have accommodations for both. An explanation of the types of locations and their fees is located on the contract at the top.

Please fill out the contract, taking care to choose your location based on your needs as a salesperson or representative from your organization. Read the enclosed *Vendor Manual* to learn about different policies and opportunities at the event. Many questions you may have are answered in the *Manual*.

We warmly welcome you to set up a booth at this year's county fair. We hope you will join us for this fun summertime event that many people look forward to all year long. The Monroe County Agricultural Society and the Vendor Committee would like to thank you for your consideration. We hope to see you for the annual Monroe County Fair – July 24-28, 2019!

Sincerely,

Alex Knoepker and Lisa Scheitler  
Co-Chairpersons  
Monroe County Agricultural Society Vendor Committee

# MONROE COUNTY FAIR

## July 24-28, 2019

### Art/Craft, Flea Market, Retail, and Commercial Booths/Displays/Organizations

Location: Tomah Recreation Park/Grandstand Side  
Mailing Address: P. O. Box 908, Tomah, WI 54660  
PHONE: 608-372-2081 (business hours)  
EMAIL: [mail@tomahtractorpull.com](mailto:mail@tomahtractorpull.com)  
Approximate Attendance: Over 25,000

Physical Location: 1625 Butts Ave., Tomah WI 54660  
FAX: 608-372-1052  
Website: [www.monroecountyfairwi.com](http://www.monroecountyfairwi.com)

- 1) Open-Air Outside: \$3.50/frontage ft. for units up to 30', \$5.00/frontage ft. for booths over 30'. Electricity is limited & available for an extra charge. The booth space is 10' deep. There are asphalt or grass locations to select from if you specify. We do not provide extension cords, tables or chairs.
- 2) Inside Gold Building: \$8.00/frontage foot. You may select from 10' or 12' of frontage. Booths are 8' deep. This building is completely indoors, with indoor cement floors, LED lights on at all times, and electricity available for \$5. End-of-the-row booth exposure, if available, is an additional \$10.00. We do not provide extension cords or chairs, however, tables may be reserved in the Gold Building for an additional charge of \$3 each.
- 3) Premium Midway frontage: \$150.00 per 10' x 10' space. This location is near the event office on the midway, which is the avenue of travel directly connected to the gates to enter the grandstands. No vehicles allowed. Must be set up by 4 pm on Wednesday.

**Payment:** Must be returned with this form in the form of a check or money order. Your cancelled check is your receipt.  
*We will accept reservations until we are full on a first come first served basis. Thank you!*

Make your check or money order payable to: MCAS  
**Return By:** June 30<sup>th</sup>, 2019  
**After June 29th:** \$10.00 Late Fee

**Mail to:** Monroe Co. Ag. Society  
Attn: Vendor Secretary  
P.O. Box 908  
Tomah, WI 54660

**PLEASE PRINT**

*By completing this contract, I am agreeing to the terms and conditions as set forth by the Monroe County Agricultural Society in the attached Vendor Manual.*

Printed Name: \_\_\_\_\_ Signature \_\_\_\_\_

Telephone/Cell \_\_\_\_\_ Email Address: \_\_\_\_\_

Business Name \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Type of Merchandise sold (Describe below - Circle one: Art/Craft, Flea Market, Antique, Farm-type, Retail, Buy/Sell, Display, etc.)

Explain Product: \_\_\_\_\_

### PLACE A CHECKMARK NEXT TO EACH AS YOU INCLUDE IN YOUR APPLICATION:

Sales Tax Form Enclosed \_\_\_\_\_ Payment Enclosed \_\_\_\_\_ Insurance Enclosed \_\_\_\_\_

### WRITE-IN YOUR BOOTH SELECTION(S):

Open Outside Booth under 30'	# of Feet _____	x \$3.50	= \$ _____
Open Outside Booth over 30'	# of Feet _____	x \$5.00	= \$ _____
Premium Midway Space 10'x10'	# of spaces _____	x \$150.00	= \$ _____
Inside Gold Bldg. (10' X 8')	# of booths _____	x \$80.00	= \$ _____
Inside Gold Bldg. (12' X 8')	# of booths _____	x \$96.00	= \$ _____
Inside Gold Bldg. End Exposure (if Avail.)	# of booths _____	x \$10.00	= \$ _____
Tables (Gold Bldg. Only)	# of tables _____	x \$3.00	= \$ _____
Insurance through Event with MCAS	\$100.00		= \$ _____
Electricity (1 per space)	\$5.00 each space		= \$ _____
Add'l Season Gate Pass (2 free w/contract)	\$8.00		= \$ _____
Late Fee (after June 30 <sup>th</sup> )	\$10.00		= \$ _____



**Total Enclosed** \$ \_\_\_\_\_



## **MONROE COUNTY AGRICULTURAL SOCIETY**

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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 and Tractor Pull***

# **2019 COUNTY FAIR VENDOR MANUAL**

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

**CONSIDER RECEIVING A CONTRACT FROM MCAS AN INVITATION TO HAVE A BOOTH AT THE 2019 MONROE COUNTY FAIR.**

GENERAL INFORMATION - Contracts are sent out to prospective vendors and to those who rented space at the previous event. The compliance with deadlines for payments and receipt by the event office for filing is extremely important. If contracts are not returned to the event office by June 30 for the County Fair event, the space will not be reserved for prior vendors 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 Chairpersons. To have additional products approved, please write your request in the form of a letter and send with your contract. The Vendor Chairpersons will review the request and notify you whether your additional products will be prohibited or not.

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 organization will not allow the sale of any merchandise that could be harmful to patrons. Interpretation of this rule will be at the vendor chairperson’s discretion.

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 Wisconsin 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 MCAS and 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, with the remaining total refunded. 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.

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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 raffle 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. 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 – contact [actinsurance.com](http://actinsurance.com) or 888-568-0548 for details. Please have your insurance company email or fax a certificate of insurance to 608-372-1052. This **MUST** be received **AT LEAST 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. This form is included in the packet with the contract and is also available on the event website ([www.monroecountyfairwi.com](http://www.monroecountyfairwi.com)) or in person upon your arrival.

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 Chairpersons. No altering of walls – nothing can be attached to walls without permission of the Vendor Chairpersons. To help with booth placement, you may want to send a picture of your booth in its set-up state and/or photos your merchandise.

You must provide durable covers for electrical wires running in public walkways. You are responsible for your own space. MCAS reserves the right to inspect any booth or merchandise at any time. All free give-a-way samples must be approved by the Vendor Chairpersons. 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 are 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

\*Vendors located outside may be open as long as they wish but must be open at the starting times listed above.

All Vendor Booths must be set up by 11:00 a.m. on Thursday. Vendors 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 their property at all times during the event. All helium tanks must be secured according to code.

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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).

**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.

**CONTRACTS/PACKETS** - Once your contract has been received we will process and mail your packet to the address provided on the contract. 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)) Admission through the gates is **FREE UNTIL THURSDAY!** A table marked **Vendor Registration** will be located in the Gold Exhibit building on Wednesday and early Thursday. We will check for proper paperwork (Insurance/Sales Tax etc.) and if you have necessary forms on file, you may proceed with setting up your booth space.

**PARKING** - Parking on the grounds is not available. A designated vendor parking area is across Butts Ave. Additional parking is available on the street for free or in the campground over flow 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.

**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.

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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) (office) Vendor Chairpersons: Alex Knoepker & Lisa Scheitler  
(leave phone messages with Shae in the office)

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

# Wisconsin Temporary Event Operator and Seller Information

Information on this form is required under sec. 73.03(38), Wis. Stats.

*Instructions on reverse side.*

E V E N T  O P E R A T O R	<p><b>PART A: Event Information: To be completed by the operator of the temporary event</b></p> <p>1. Name of Temporary Event <u>MONROE COUNTY FAIR</u></p> <p>2. Date(s) of Temporary Event <u>JULY 24 - 28, 2019</u></p> <p>3. Location of Temporary Event (e.g., Venue, City) <u>RECREATION PARK - TOMAH, WI</u></p> <p><b>PART B: Operator Information: To be completed by the operator of the temporary event</b></p> <p>1. Name and Address <u>MONROE COUNTY AGRICULTURAL SOCIETY</u> <u>1625 BUTTS AVE. - P.O. BOX 908 - TOMAH, WI 54660</u></p> <p>2. Daytime Telephone Number <u>(608) 372-2081</u></p> <p>3. Email Address <u>mail@tomahtractorpull.com</u></p> <p>4. Wisconsin Tax Account Number <u>4 5 6 - 0 0 0 0 1 3 7 2 - 1 2 - 0 2</u></p> <p>If blank, check appropriate box:</p> <p><input type="checkbox"/> No Taxable Sales      <input type="checkbox"/> Exempt under Occasional Sales Rule      <input checked="" type="checkbox"/> Exempt Nonprofit Organization</p> <p><input type="checkbox"/> Other – Explain: _____</p>
S E L L E R	<p><b>PART C: Seller Information: To be completed by seller and given to event operator on or before the first day of event.</b></p> <div style="border: 1px solid black; padding: 2px; text-align: center; margin: 5px 0;"> <b>THIS IS NOT AN APPLICATION FOR A WISCONSIN TAX ACCOUNT – SEE INSTRUCTIONS</b> </div> <p>1. Legal Name _____</p> <p>2. Business Name _____</p> <p>3. Address (Street or Route) _____</p> <p>4. City, State and Zip Code _____</p> <p>5. Home Telephone Number (    ) _____ Business Telephone Number (    ) _____</p> <p>6. Wisconsin Tax Account Number _____ - _____ - _____</p> <p>7. Social Security Number <u>X X X - X X - _____</u></p> <p>8. Federal Identification Number (FEIN) <u>X X - X X X _____</u></p> <p>9. Check one box indicating the type of activity you intend to engage in at this event:</p> <p><input type="checkbox"/> Selling Taxable Merchandise or Service      <input type="checkbox"/> Display Only</p> <p><input type="checkbox"/> Selling Exempt Merchandise or Service      <input type="checkbox"/> Exempt under Occasional Sales Rule</p> <p><input type="checkbox"/> Direct Sellers, Company Name _____      <input type="checkbox"/> Nonprofit Organization</p>

*I declare that the information on this form is true and correct to the best of my knowledge and belief and that I am authorized to sign this form.*

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Information about temporary events, including forms, instructions and Common Questions can be found on the Department of Revenue's website at [revenue.wi.gov/html/temevent.html](http://revenue.wi.gov/html/temevent.html). If you have additional questions, please contact the Department of Revenue by email at [DORBusinessTax@revenue.wi.gov](mailto:DORBusinessTax@revenue.wi.gov) or telephone at (608) 266-2776. See reverse side for submission instructions.

**\*\* Do not email event reports to maintain confidentiality of seller information \*\***