



July 2024

Welcome Vendors,

We are excited to have all of you this upcoming Lake County Fair. Please read confirm you have read this document and the new rules and regulations by email with your vendor number. lcconcessions@lake-county-fair.com

Set Up- Due to the complexity of the layout, the vendors along the arena and main road are to set up on Sunday, July 28th 7am-4pm. **We are asking all vendors remain hooked up with hitch attached till I can approve your spot.** We would appreciate everyone working together. All remaining vendors can set up starting Monday July 29th through Wednesday July 31st 8am-5pm. Thursday August 2nd 9am-10am. All vendors should set in designated spot prior to the vendor meeting. Call me if you are unable to set up during these times.

Set up time is exciting and also hectic. We are asking all of you to work together. All spots will be reviewed and confirmed. I understand you have your old spots and want to be in same exact spot. However, assuming and setting your trailer or food truck and leaving is unacceptable. We all have to share the space and may need to adjust a few feet as needed.

Electrician- Sunday July 28th will be available on the ground from 12pm-5pm. Then he will be at the fair grounds all week before and during the fair. On Monday August 12th the electrician will be on the grounds till 11am to disconnect the hard wire services. **NOTE only Monday morning till 11am.** Review the Rules and Regulations, as we are unable to leave any stands after Monday on the fairgrounds.

Campers and Stock trailers- Contact Paul Carlson to make arrangements. #219-776-6639

Propane- Contact Co-Alliance - #219-462-9049 for your propane tanks.

Fire Extinguishers- All tents and food vendors must have current fire extinguisher. If you need to update and tag your fire extinguisher contact Al's Fire Extinguisher Service: #219-663-5498 or Action Fire Equipment: 708-339-1044.

Wednesday July 31st thru Friday August 2nd the state and local fire marshal will be doing their inspections.

ICE- Kelly Hayden will be handling the ice including chest boxes and daily purchases. The Home City Ice truck will be at the fair grounds. Contact Kelly to purchase ice chest and to purchase any ice at the fair. Kelly's phone number is #219-712-2601.

Pepsi products and water- Contact Doug Menacher for services. # 219-406-9243

Mandatory Vendor meeting is Thursday August 1st 12pm by the Concession Office. Your suggestions to better the fair are always appreciated.

Friday August 2nd the Health Department inspecting all food vendors.

Friday August 2nd Frugal Friday. We ask all vendors to participate and feature an item for \$2.00. This can be smaller size item on your menu. Allowing water and pop to be considered the item featured is not allowing the fairgoers to taste your food.

Preview Day is Thursday August 1st 4pm-9pm

I will need a copy of all Food Permits and/or Retail Merchant License, a copy of your insurance coverage by Thursday August 1st, 12pm. These items can be faxed to the Fair Office ahead of time. Fax: 219-662-6013.

BIG Change!- All those who purchased insurance through the fair, we will need payment by July 31st, 2024! We have been informed that the insurance underwritten by the Fair Board will remain the same. It will be \$65.00 for one space and \$33.00 for additional space. The insurance document is online and updated. NOTE: coverage must include the following:

“Lake County Agricultural Society, Inc.”

“Lake County Board of Commissioners”

“Lake County Fair Board”

All tents must be flame resistant and securely staked down. Tent rental are to be paid before setting up this year. Moving forward tent deposits will be required.

Please submit your LCF Product List to me by Thursday August 1st 12pm. What you list on your product sheet is what you are offering at the fair. Adding and changing the menu items must be approved.

Rule and Regulations have been updated. Please read and sign your copy in the office by Thursday August 1st 12pm. Be sure your contracts have your current phone number, email and address and any additional people I may need to contact in case I cannot reach you. If I am calling you there is a reason for the call. Please respectfully pick up the call or call me back.

Additional worker passes may be purchased in the Concession office for \$20.00. The entry gates will not let works in on just their ID Badges.

ID Badges are mandatory for all vendor employees. The background checks are done at the fair at the same locations as last year. Hours will be posted at the office.

Follow Lake County Fair on Face book for all fair updates. If the fair has to close or an event is canceled, we will post it on Face book.

<https://www.facebook.com/LakeCountyFair>

Thank you,

Dean Crone

ldfconcessions@lake-county-fair.com

219-663-3617

Lake County Fair/Concessions
P.O. Box 327
Crown Point, IN 46307

Quick Reminder:

1. ID Badges for all workers must be visible.
2. Vendors using their own golf carts or motorized transportation must have proper ID sticker.
3. No loud music, no hawking, or yelling out to the patron is permitted.
4. Walk way must be clear at all times. NO menu boards, condiment stand, tables, chairs or benches in walk way.
5. Health department will inspect all food units. Be sure to follow all food safety requirements for the duration of the fair.
6. Keep your space clean, front back and sides at all times.
7. All electric hook ups will be checked and tagged. Extra electric hook ups will be billed.
8. Home City Ice truck will be at the fair. Kelly Hayden is your contact for ice.
9. Contact me by July 1st if you are bringing your stock trailer. Mr. Carlson will need to determine the layout for all stock trailers.
10. Insurance, a copy of retail and/or health permits are required before the vendor meeting August 1st, 12pm. All insurance details are online. Review and be sure your insurance coverage is correct.