

# COMMERCIAL VENDOR SERVICE REQUEST FORM

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

Email Address \_\_\_\_\_

The Commercial Vendor Manual will be available to view on our website. If you need a paper copy mailed to you with your contract please check the box.

## LOCATION

### **Inside**

**Expo** (10'x10' \$270 wall \$240 center)

# of Booths Needed      Wall    \_\_\_ Center    \_\_\_

### **Outside**

\* Trailer, hitch, awnings and swinging doors must all fit within the rented space.

Please provide dimensions of your display

**Expo Row** (10'x10' \$150) \_\_\_\_\_

# of Vendor Spaces    \_\_\_\_\_

**Barnyard Court** (10' depth max \$25 per foot)

Frontage Feet Needed    \_\_\_\_\_

**Machinery Row** (50'x 20' space \$350)

# of Vendor Spaces    \_\_\_\_\_

## ELECTRICAL REQUEST

Please check the receptacle(s) that you need and indicate the number needed for each receptacle. Extension cords or power strips to split an electrical outlet to multiple plugs is **NOT** permitted. **Refer to the Electricity Section in your Commercial Vendor Manual.**

\_\_\_\_\_ 20 AMP, 120 Volt      @ \$ 25.00 each per week      # Needed \_\_\_\_\_ = \$ \_\_\_\_\_

## INSURANCE REQUEST

A minimum of one million dollars (\$1,000,000) liability insurance per occurrence is required. If you want to purchase liability insurance through the Central Wisconsin State Fair (CWSF), please complete the information requested below. **Refer to your Vendor/Concessionaire Booklet.**

\_\_\_ YES, I want to purchase liability insurance through CWSF  
    \_\_\_ \$100.00 Non-Profit (Proof of nonprofit status required)  
    \_\_\_ \$150.00 all others

\_\_\_ NO, I have liability insurance coverage. I will request my insurance company to forward a certificate of insurance to your office naming the **Central Wisconsin State Fair, City of Marshfield, and Wood County Board** as additional insured.

**\*\*If a proper insurance certificate is not on file in our office by August 23, 2017, you will be charged for insurance coverage.\*\***

**VEHICLE PARKING**

Each vendor will receive 1 general Gate F parking pass per rented vendor space. You can purchase additional Gate F parking passes for \$5. There will also be limited reserve parking spaces in Gate F for an additional \$10 per spot.

Gate F Parking Passes @ \$5 each	_____	=	\$ _____
Reserve Parking in Gate F @ \$10 each	_____	=	\$ _____
	Total	=	\$ _____

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**GATE PASSES**

Each vendor will receive 24 free daily gate passes per rented vendor space. Additional daily passes can be purchased for \$6 each. Please indicate below if you would like to purchase additional passes.

# Needed  
\_\_\_\_\_ x \$6 each = \$ \_\_\_\_\_

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**ATV/GATOR PASS**

If you plan on having an ATV or gator on the fairgrounds you must provide proof of insurance.

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**PACKET INFORMATION**

We will mail the contract, camping permits, parking passes, etc to you. Gate passes will be held for you at the fair office and will be available for pickup on Monday, August 21, 2017.

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**CHANGE REQUESTS**

If you have any requests for change in location, purpose, products or have any questions or comments please indicate here.

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