



## Seasonal Employees Needed for the 2023 Dane County Fair!

Are you interested in earning extra money this summer? The Dane County Fair is looking for gate monitors, exit monitors, and admission gate ticket takers for the 2023 Dane County Fair, July 20-23 at Alliant Energy Center.

**Admission Gate (1, 2, 3) Ticket Taker:** There are three (3) ticket admission gates. Ticket takers are needed at each of these gates to accept tickets and greet attendees. The Alliant Energy Center of Dane County provides ticket sellers for these gates. Ticket taker responsibilities include:

- **Provide Customer Service:** The Fair is a fun place, and this is an opportunity to meet and welcome attendees. A friendly statement is made to visitors like “Welcome to the Dane County Fair – Have Fun!”
- **Distribute schedules:** A daily schedule of events will be available via a QR code at each gate for attendees to download, and there may be a few copies available at each gate for those who would like a paper copy.
- **Collect and/or punch tickets:** As tickets are presented, they are punched or placed in a drop box at the gate and turned in for accounting purposes.
- **Scan electronic tickets:** Some attendees will purchase tickets online and will present their QR ticket via their mobile phone or paper to be scanned in order to enter the grounds.
- **Wristbands:** Apply a wristband to all attendees when collecting tickets. This will serve as proof of gate access and allows them to re-enter until 8:00pm.
- **Exiting:** Ticket takers at Gate 1 and 2 should NOT have to manage this as there will be separate designated exit at these gates with assigned staff. Starting this year, Gate 3 will be designated as an Exhibitor/Wristband ONLY Gate.

**Admission Gate (1 & 2) Exit Staff:** There are two (2) separate attendee exiting gates. Exit staff are needed at each of these gates to thank visitors for coming and prevent attendees from entering through the exit.

- Only at Gate 1 & 2 since Gate 3 is a designated Exhibitor/Wristband ONLY Gate this year. Wristbands will be available with the Ticket Taker at Gate 3 if needed.

**Gate (B & C) Monitor:** The grounds are fenced to provide security and direct people traffic. Gates are strategically placed and need monitoring. Responsibilities include:

- **Provide customer service:** The Fair is a fun place, and the fence is not a barrier; it is merely to help move traffic to the proper place. While monitors don't sell tickets, they do check for tickets. When someone needs to be stopped from entering a gate, please approach in a friendly and cordial manner.
- **Allow attendees to enter and/or re-enter your gate:** Attendees with a pre-purchased season pass, and/or a wristband, can re-enter at any gate. Most attendees will enter Gates 1, 2, 3. Gate B is mostly for vendors, carnival staff/personnel/etc., and bands, while Gate C is mostly for exhibitors and AEC/Fair staff.
- **Collect admission tickets:** Tickets received at the gates are collected and turned in at the end of the evening for accounting purposes.
- **Allow attendees to exit:** When attendees exit your gate, ask them if they need a wristband to put on at that time so they can re-enter later that day at no charge until 9:00pm each day.
- **Open gates for vehicles and tag vendor vehicles:** Some gates are assigned for vehicles bringing in supplies. Supply vehicles are allowed in at designated times and are given a dated vehicle tag to help identify them.

**Dane County Fair will provide:**

- **Identifying attire:** A staff nametag, Fair shirt, lightweight orange/safety vest, and hat are provided for your shift.
- **Two-way radio:** Gates are equipped with two-way radios if you have questions or need assistance.
- **Electronic scanners at Gates 1, 2, 3:** Scanners will be used for attendee tickets purchased through Eventbrite. The Fair has increased the order to have enough scanners to rotate when charging is needed. Electricity will also be at each paid gate if charging is needed on-site.



**Dane County Fair will provide continued:**

- **Security:** Off-duty/retired officers from the Dane County Sheriff's department will serve as DCF Security as well as CSC security members and Dane County Sheriff's Deputies. All groups will provide security and control any problem areas. They patrol the admission and vehicle gates, exhibit areas, and fence line regularly.  
**Additional security measures include:**
  - Modified Gate areas (tents and attendee lines) to allow for a more visible area for attendees and reduce areas for attendees to sneak in.
  - Physical fence gates have been added for all Gates (1, 2, 3, B, C) that will open at 8:00am and close at 8:00pm each night. Accessing the Fair after 8:00pm will NOT be allowed, only exiting will be allowed from 8:00pm-11:00pm.
    - Gate 3 WILL allow youth exhibitors and family with wristbands into the grounds after 8:00pm.
      - Starting this year, Gate 3 is going to be designated as an Exhibitor/Wristband ONLY Gate.
    - Gate B will have a double gate (black gate currently in place and additional fence panels or bike rack) to provide added protection to the area and WILL allow vendors, carnival, and band to enter grounds after 8:00pm.
    - Gate C will have two gates over both roads that will be partially open for golf carts and horse traffic only. For any cars that need to access the roads, the gate will physically need to be opened by the staff member. There will be an easy way to open the gates if needed.
    - NO attendees will be allowed to access the grounds after 8:00pm.
  - Overall increased security:
    - Dane County Sheriff's Deputies will be at each paid Gate (1, 2, 3) from 5:00pm-11:00pm each night.
    - CSC Security members will be at Gates B & C from 5:00pm-11:00pm each night.
    - Metal Detectors will be utilized at each paid Gate (1, 2, 3) from 8:00am-8:00pm.
    - Youth policy after 4:00pm that all youth under 18 years old must be accompanied by a parent or legal guardian.
  - Lighting will be added to all Gates (1, 2, 3, B, C).
  - A Dane County Sheriff's vehicle will be parked at Gate 1 and Gate C to have a more visible presence on-site.
  - The detailed Event Operations Plan will be available to all staff and volunteers in June that will detail safety and security protocols, along with maps, etc.
- **Admission passes:** Passes, information packet, and T-shirt will be available for pick up in June (TBD) from 5:00pm-7:00pm at Alliant Energy Center – Exhibition Hall Atrium, allowing you to gain access for your shifts.
- **Staff meeting:** A Staff meeting will also be held at 7:00pm that same day in June (TBD) at Alliant Energy Center – Exhibition Hall (Mendota 1) to give an overview of the Fair, new items, and to meet others working at the Fair. All staff, volunteers, and partners are encouraged to attend.
- **Compensation:** Students (ages 16-17 years old) will receive \$11/hour, adults (18 and older) will receive \$12/hour. W-4 and WT-4 withholding forms will need to be completed. A check will be issued no later than August 15, 2023. A W-2 will be issued in January.

Two people will be stationed at each gate per shift depending on the Gate, possibly more if needed. This allows for breaks. There are three (3) shifts per day: 8 am-12 pm; 12- 4 pm; and 4- 8 pm. Please indicate ALL shifts you are available to work. A schedule will be mailed by early July detailing your schedule. Overtime is compensated at the rate of 1½ times the hourly rate for the time worked in excess of 40 hours per workweek. Our workweek runs from Sunday through Saturday.

Gate Staff are a very critical part of the Fair, and your assistance is appreciated. If you are interested, or you know of someone who is, please complete the enclosed form, email it to [info@danecountyfair.com](mailto:info@danecountyfair.com), or mail it to the address below. If you have any questions, please contact Danielle Ziegler at (608) 291-2900. Thank you!



**2023 Dane County Fair**  
**Gate Monitor/Exit Staff/Admission Gate Ticket Taker**  
**Availability Form**

If you would like to be a gate monitor and/or admission gate ticket taker, **CLICK HERE and use code DCF2023** to sign up via SignUpGenius, or complete and mail and/or email to Danielle Ziegler at your earliest convenience – address and email below.

Compensation: Students (ages 16–17) – \$11.00/hour; Adults (18 and older) – \$12.00/hour

\_\_\_\_\_  
Name (Please print)

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
E-mail

\_\_\_\_\_  
Phone Number (cell or home)

Age (check box):

☐ (16–17)

☐ (Adult – 18 & older)

				✓ Requested Location	
Day	Date	Shift	Available (yes or no)	Gate Monitor	Ticket Taker
Thur.	July 20, 2023	8 am–12 pm			
		12–4 pm			
		4–8 pm			
Fri.	July 21, 2023	8 am–12 pm			
		12–4 pm			
		4–8 pm			
Sat.	July 22, 2023	8 am–12 pm			
		12–4 pm			
		4–8 pm			
Sun.	July 23, 2023	8 am–12pm			
		12–4 pm			
		4–8 pm			

**Shirt Size:**   ☐XS   ☐S   ☐M   ☐L   ☐XL   ☐2XL   ☐3XL   ☐4XL

**Additional notes:** \_\_\_\_\_

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(P) 608-291-2900 • [info@danecountyfair.com](mailto:info@danecountyfair.com) • [www.danecountyfair.com](http://www.danecountyfair.com)  
*Dane County Fair is held at the Alliant Energy Center*