



April 2026

Welcome Vendors,

We are excited to have all of you this upcoming Lake County Fair. Please read confirm you have read this document by email with your vendor number.

[lcfconcessions@lake-county-fair.com](mailto:lcfconcessions@lake-county-fair.com)

**Set Up-** Following the same as last year. Thank you for the teamwork.

- 1. Set Up-** Due to the complexity of the layout, the vendors along the arena and main road are to set up on Sunday, August 2<sup>nd</sup> 7am-4pm. Games at Gate 2 are welcome to set up as well. We are asking all vendors remain hooked up with hitch attached till I can approve your spot. All remaining vendors can set up starting **Monday, August 3<sup>rd</sup> and Tuesday, August 4<sup>th</sup> 8am-5pm. Wednesday August 5<sup>th</sup> 8am-3pm!** Electrician will be working to hook vendors who are ready.

All vendors should be set in designated spot by Wednesday August 5<sup>th</sup>. Call me if you are unable to set up during these times.

Set up time is exciting and also hectic. 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.

- 2. Electrician-** Our goal is get everyone hooked up and ready before vendor meeting on Thursday.

**On Monday August 17<sup>th</sup> the electrician will be on the grounds 11am-3pm to disconnect the hard wire services.** Review the Rules and Regulations, as we are unable to leave any stands after Monday, August 17th on the fairgrounds.

Break down is also a hectic night. We are planning to have a couple more operators to help assist vendors as needed. Please be sure to keep the roads clear and work together. No blocking vendors or entrances throughout the night.

**3. Mandatory Vendor** meeting is **Thursday August 6<sup>th</sup> 12pm** by the Concession Office. Short meeting that you won't want to miss. Our new Health Department Superintendent will be at the meeting.

**4. Health Department will be inspecting THURSDAY August 6th starting 2pm.**

**UPDATE!** All permits must be submitted and approved by the Lake County Health Department seven days prior to the event. So you have till July 29<sup>h</sup> the purchase your food permit. One food permit is required for these 11 days. Health department is open from 10am-4pm week days.

**5. PREVIEW NIGHT- Thursday- DOORS open at 4pm**, Concert in the grandstands! Be prepared to stay open later. 4pm-10pm!

#### **5b. HOURS of Operations**

All vendors are welcome to open when the gates open. WE would appreciate if vendors open earlier as fair goers are ready to buy as early as 9am. But we also understand that certain areas of the fair are busier at certain times. Therefore, we are setting the mandatory hours as follows:

#### **Vendors (Main Road, Food Court, All Arena, Machinery)**

**Preview night, August 6th- 4pm-8pm**

**August 7<sup>th</sup>-16th 10am-10pm or when the fair closes.**

#### **Vendors (Industrial Drive, Grandstand, Gate 2 and 5)**

**Preview night, August 6th- 4pm-10pm**

**Friday Saturday and Sunday- open by 11am-close with the Ferris wheel lights turn off. August 7<sup>th</sup>, 8<sup>th</sup>, 9<sup>th</sup>, 14<sup>th</sup>, 15<sup>th</sup>, 16<sup>th</sup>**

**Monday, Tuesday, Wednesday and Thursday, August 10<sup>th</sup>-13<sup>th</sup>, open by 12pm and close when Ferris wheel lights shut off.**

All vendors can open early! We are setting a limit to the latest you can open and earliest you can close. We have several complaints about vendors not being open during peak hours.

**6. Required documents-** we need a copy of all Food Permits and/or Retail Merchant License, a copy of your insurance coverage by Thursday August 6th

12pm. Before Vendor Meeting! Vendor packet will be given to vendors once all required paper work and deposits are received.

These items can be faxed to the Fair Office ahead of time. Fax: 219-662-6013. Or emailed to us. [lcfconcession@lake-county-fair.com](mailto:lcfconcession@lake-county-fair.com)

The updated COI requirements are online.

All those who purchased insurance through the fair, we will need confirmation and payment by July 22<sup>nd</sup> 2026! The insurance underwritten by the Fair Board will remain the same. The cost is \$65.00 per vendor. You will have to call the secretary's office to pay by credit card or mail a check to arrive to office by July 22, 2026.

Please submit your LCF Product List to concession office by Thursday August 6<sup>th</sup> 12pm. The product sheet is what you are offering at the fair. Adding and changing your menu items be approved. We only do this to protect you, the vendor, and limit the number of duplicate items.

Additional worker passes may be purchased in the Concession office for \$20.00. This worker pass works for the whole 10 day fair.

Be sure to provide insurance coverage for your golf cart/utility vehicle prior purchasing ground stickers. Cost is \$25 for sticker.

**7. 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.

**8. 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 August 5<sup>th</sup> thru Friday August 7<sup>th</sup> the state and local fire marshal will be doing their inspections. All tents must be flame resistant and secure to the ground.

**9. Propane-** Contact Co-Alliance - #219-462-9049 for your propane tanks. Plan accordingly, as CO-Alliance will only be at the fairground in the morning before the gates open. If you run out during the evening, you will have to find your own

propane. We do not want to be hauling tanks through the crowd of fair goers and disturb their fair activities.

**10. ID Badges are mandatory for all vendor employees.** The background checks are done at the fair. Hours will be posted at the office on Monday August 3<sup>rd</sup>. Sherriff's department will send us those hours on Monday.

**11. Campers and Stock trailers-** Please contact Paul Carlson to make arrangements. #219-776-6639 by July 1<sup>st</sup>. All stock trailers will be designated area. NO stock trailers at your vendor space.

**12.** 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 Facebook.

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

**13. \$5 Friday! On August 7<sup>th</sup>** - from 10am-till we close! Please offer an item from your booth for \$5. We are asking all vendors to participate. We would love to include you on our social media! Please submit a couple of pictures of your \$5 item and any social media details as we will try to highlight your items before the fair. Email us your photos and details by June 15<sup>th</sup>. This is a great cross promotion for all of us to share and repost.

The Lake County Fairboard, and staff have been working hard to give everyone more opportunity. We ask you to be a part of this team effort and continue to make this fair a success for all. Call or email me with questions.

Thank you,

Dean Crone

[ldfconcessions@lake-county-fair.com](mailto:ldfconcessions@lake-county-fair.com)

219-663-3617

Lake County Fair/Concessions

P.O. Box 327

Crown Point, IN 46308

## **Important Reminders:**

1. Health Department will be at the fair for inspection on Thursday August 6th 2pm. Be ready! Be sure to follow all food safety requirements for the duration of the fair. Be sure to purchase your food permit by July 29<sup>th</sup>!
2. All vendors are to be set by Wednesday 3pm. Electrician will not stay late!
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. Keep your space clean, front back, sides at all times. Clean picnic tables at your area.
5. ID Badges for all workers must be visible.
6. All electric hook ups will be checked and tagged. Extra electric hook ups will be billed.
7. Kelly Hayden is your contact for ice.
8. Contact Paul Carlson if you have a stock trailers.
9. Insurance, a copy of retail and/or health permits, product list, are required before the vendor meeting August 6th, 12pm. All insurance details are online. Review and be sure your insurance coverage is correct.
10. Preview night is required! Thursday vendor meeting at 12pm, Health Department arriving be 2pm, Gates open at 4pm.
11. \$5 Friday- 10am-close! Offering an item from your menu for \$5. Submit your pics and social media information by June 15<sup>th</sup> to be highlighted on facebook before the fair.

Thank you and let's have some fun!