



July 2023

Welcome Vendors,

We are excited to have all of you this upcoming Lake County Fair. Please read through this document and reach out to me with any additional questions.

Set Up- Those who are wishing to set up on Sunday July 30th, please call me to schedule your set up time. We will try to follow last year's set up pattern for those in tight areas. Please be understanding and helpful as this is a busy time.

Set up –Retail and Food vendors can set up starting Monday July 30th- Wednesday August 3rd 9am-5pm. Thursday August 4th 9am-10am. Call me if you need to schedule a later time. All vendors should set in designated spot prior to the vendor meeting.

Electrician- Sunday July 30th will be available on the ground from 12pm-6pm. Then he will be at the fair grounds all week before and during the fair. On Monday August 14th the electrician will be on the grounds till 11am to disconnect the hard wire services. NOTE only Monday morning till 11am.

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 August 2nd thru Friday August 4th the state and local fire marshal will be doing their inspections.

ICE: READ Thoroughly!

Home City Ice is working with us at the fair but there are several changes.

If you need an ICE Chest- call me or Kelly Hayden ASAP! We have a limited number of ice chests.

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 3rd 12pm by the Concession Office. Your suggestions to better the fair are always appreciated.

Friday August 4th the Health Department inspecting all food vendors.

Friday August 4th Frugal Friday. For all those who wish to participate, pick an item to feature for \$2.00

I will need a copy of all Food Permits and/or Retail Merchant License, a copy of your insurance coverage if you carry your own. These items can be faxed to the Fair Office ahead of time. Fax: 219-662-6013. 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.

All tents must be flame resistant and securely staked down.

Please submit your LCF Product List to me by Thursday August 3rd 12pm. Include your current information such as email, phone number, address and any additional people I may need to contact in case I cannot reach you.

Additional worker passes may be purchased in the Concession office for \$15.00. 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.

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 3rd, 12pm. All insurance details are online. Review and be sure your insurance coverage is correct.**