



April 2025

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

WE have several important updates!

- 1. Set Up-** Due to the complexity of the layout, the vendors along the arena and main road are to set up on Sunday, July 27th 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. We would appreciate everyone working together. All remaining vendors can set up starting **Monday July 28th and Tuesday 8am-5pm. Wednesday July 30th 8am-3pm!** Electrician will be working on Wednesday to hook vendors who are ready.

All vendors should be set in designated spot prior to the vendor meeting which is on **THURSDAY, JULY 31st at NOON**. 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.

- 2. Electrician-** Monday July 28th will be available on the ground from 12pm-5pm for vendors. Our goal is get everyone hooked up and ready before vendor meeting on Thursday.

On Monday August 11th 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 on the fairgrounds.

3. Mandatory Vendor meeting is Thursday JULY 31st 12pm by the Concession Office. Short meeting that you won't want to miss.

4. Health Department will be inspecting THURSDAY July 31st starting 2:30pm.

One food permit is required for these 11 days. Be sure to get your food permit before Thursday! 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, July 1st- 4pm-8pm

Lake County Fair- August 1st-10th 10am-10pm or when the fair closes.

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

Preview night, July 31st- 4pm-10pm

August 1st, 2nd, 3rd, 8th, 9th, 10th Friday, Saturday and Sunday

11am-till fair closes. (Ferris wheel lights will be turned off)

Monday- Thursday, August 4th-8th

12pm-till fair closes. (Ferris wheel lights will be turned off)

Note carnival hours will be similar. The carnival will determine when to close the fair by turning off the Ferris wheel lights. Announcements are made about the closing of the fair over the PA system.

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 July 31st, 12pm. Before Vendor Meeting!

These items can be faxed to the Fair Office ahead of time. Fax: 219-662-6013. Or emailed to us. lcconcession@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 21, 2025! The insurance underwritten by the Fair Board will remain the same. It will be \$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 21, 2025.

Please submit your LCF Product List to concession office by Thursday July 31st 12pm. The product sheet is what you are offering at the fair. I must approve adding and changing the menu items. We only do this to protect you, the vendor, and limit the number of duplicate items.

Vendor packet will be given to vendors once all required paper work is received.

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 AI's Fire Extinguisher Service: #219-663-5498 or Action Fire Equipment: 708-339-1044.

Wednesday July 30st thru Friday August 1^{wt} 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 at the same locations as last year. Hours will be posted at the office.

11. Campers and Stock trailers- Please contact Paul Carlson to make arrangements. #219-776-6639 by July 1st. All stock trailers will be designated area.

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 Face book.

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

A quick recap- Health department will be out on Thursday July 31st. I suggest you are ready by 2pm. This is Preview night and we have a concert in the grandstand. All food vendors are to be inspected on Thursday or they will not be open for the fair.

The Lake County Fairboard, and staff have been working hard to give everyone more opportunity to all. We ask you to be a part of this team effort and continue to make this fair a success for all. The fair goers will continue to come if they are appreciated and enjoy their experience.

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. Health Department will be at the fair for inspection on Thursday July 31st 2:30pm. Be ready! Be sure to follow all food safety requirements for the duration of the fair.
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. Home City Ice truck will be at the fair. 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 July 31st, 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 2:30pm, Gates open at 4pm.

Thank you and let's have some fun!