

WRIGHT COUNTY AGRICULTURAL SOCIETY

# Vendor Manual



Wednesday, July 24-Sunday, July 28, 2024

The Wright County Agricultural Society, the non-profit organization whose primary purpose is to hold the annual County Fair, would love to have you participate in this year's fair. Each of you plays a significant role in the Fair's success and we appreciate your support!

Wright County Fair  
Wright County Ago Society  
Vendor Information & Guidelines

## **VENDORS**

Please read this Vendors' Manual carefully. It outlines many important terms and conditions governing the leasing of space at the Wright County Fair. The information contained in this manual and the space lease agreement was established for the benefit of our participants and the general public. The term "Commercial Vendor" refers to all participants making reservations with a Commercial Space Rental Lease Agreement. The term "Outdoor Vendor" refers to all vendors making reservations with an Outdoor Space Rental Lease Agreement. The term "Food Vendor" refers to all those making reservations with a Food Concession Lease Agreement. The term "Authority" refers to the Wright County Fair Board and/or its representative(s). The term "Event" refers to the Wright County Fair.

## **CONTRACT**

To reserve space, the contract for Commercial Vendor and/or Outdoor Vendor space must be completed, properly signed and returned with required documentation, and payments by due date.

IT IS THE VENDOR'S RESPONSIBILITY TO READ AND COMPLY WITH THE PROVISIONS AND RULES OF THE WRIGHT COUNTY FAIR SPACE LEASE AGREEMENT AND THE VENDOR MANUAL. VENDORS MUST ALSO INFORM ALL OF THEIR PERSONNEL ASSOCIATED WITH THEIR RENTAL SPACE ABOUT FAIR RULES AND REGULATIONS.

Vendors must submit a list of all items to be sold, displayed, advertised, promoted, or demonstrated with their Space Rental Lease Agreement. Any item in a Vendor's space, not authorized per contract, is subject to removal at the Authority's discretion. All prices and whether sales tax is included must be clearly displayed.

The Authority reserves the right to limit the sale of any items, which are deemed inappropriate to the family atmosphere of the event. Any item found to be inappropriate, whether advertised or offered for sale by a Vendor shall be immediately withdrawn and removed from the premises at the request of the Authority. If it is not removed immediately, the Authority may close said leased space and remove Vendor without liability.

**All Vendors will be required to give a separate \$200.00 Deposit check upon set-up, this check will be returned to each Vendor on Sunday close of the Fair. Providing all requirements are met.**

**Vendors must confine their business, promotions and advertising to their assigned space. No posting, walking, or selling outside of your designated area.**

## **RENEWAL POLICY**

In order to attract and maintain high quality Vendors, the Authority will review all Vendors annually. Participants from the prior year's Fair are offered the opportunity to renew their space rental contracts based on this evaluation. The Authority reserves the right to refuse to renew any space rental contract, when in the sole discretion of the Authority, such action is in the best interest of the Event and its patrons.

Commercial/ Outdoor/ Food Vendor Lease Agreement renewals are normally made on the basis of a renewal for the same purpose, products and ownership as in prior years. Grounds or space alterations or other changes may make it necessary to eliminate certain previously available space from one year to the next. In such instances, the Authority reserves the right to offer substitute locations. The Authority reserves the right to not renew any space lease agreement where the Commercial/ Outdoor/ Food Vendor has violated any regulations of the event or any local, state, or federal law.

## **RENEWAL PROCEDURE**

Prior to Feb 1<sup>st</sup> the Fair Representative will send out Contracts to approved Vendors from the prior year. Completed Contracts must be returned, with the necessary payment, by the time specified, to guarantee renewal. Requests to change locations or products must be noted on the applications but are subject to approval. Space not renewed by the specified time will be released on the due date and offered to "new requests" that are deemed appropriate for an available space.

## **PAYMENT**

All Checks/Money orders should be made payable to the Wright County Ag Society. A fee of \$35.00 will be charged to vendor for any checks returned from the bank for any reason. Credit card payments can be made there will be a 3% convenience fee.

## **CANCELLATION / REFUND POLICY**

Should a vendor find they are unable to participate in the event, and request a refund; cancellation of contract and request for refund must be made in writing. Any cancellations made 30 days or less prior to the fair will NOT be refunded.

## **FREIGHT DELIVERY**

No facilities are available on the Fair Site for the storage of equipment and/or merchandise. When making arrangements for any shipments, The address label on the package should contain the Vendor's name and/or company, c/o Wright County Fair, 1010 1<sup>st</sup> Street, Howard Lake, MN 55349.

DO NOT have any items shipped to arrive before your own arrival at the fair site. C.O.D. shipments WILL NOT BE ACCEPTED AT ANY TIME. All Vendors must arrange for pre-payment before delivery or be on-hand when the shipment arrives.

## **INSURANCE:**

All vendors must provide a Certificate of Insurance for General Liability Insurance in the amount of \$1 million dollars. The certificate must name Wright County and Wright County Ag. Society as the Certificate Holder. Exhibitor assumes all liability for rented space and belongings. The Fair assumes no responsibility for any accident, injury or mishap which may befall vendors, their employees or members of the fair going public. Please return the insurance certificate along with your contract.

## **LIABILITY**

The Vendor agrees to save and hold harmless, the Wright County Fair and Wright County Agricultural Society, and its officers from any debt, liability, or judgment incurred for any cause of action, claim or damage, liability, cost or expense to persons or property resulting directly or indirectly from the acts or omissions, merchandise sold, presence or operation of said vendor, its agents or employees, on the Wright County Fair site before, during, or after the Wright County Fair. The Wright County Fair and Wright County Agricultural Society shall not be responsible for any injury to a person or persons of the Vendor, its employees or agents; from any cause whatever arising from the performance of his or her contract; and the Vendor, in signing the contract, expressly releases the Wright County Fair and the Wright County Agricultural Society from any and all claims for such loss, damages, or injuries. Under no circumstances are the

Authority, its officers, or employees responsible for any item(s) lost, stolen, or damaged on the Wright County Fair site before, during, or after regular fair hours.

## **SALES TAX FORM:**

All vendors, whether non-profit or for-profit MUST submit Minnesota Department of Revenue ST 19 (Operator Certificate of Compliance) form with their space rental contract.

This completed form needs to be returned every year, prior to fair beginning.

## **ELECTRICITY**

Due to the location of electrical outlets, both inside and outside, it is suggested that you bring adequate approved extension cords with you, and enough rubber matting to cover your cords. The Authority will only provide the service that is available. Any wiring or special outlets needed by the Vendors require Authority approval prior to work being done and any work done will be at the Vendor's expense. There will be an electrician "on call" during set-up days and during fair. \*Only the Authorized Fair Electrician will be allowed to perform any electrical hook up or wiring Charges for labor and materials supplied by the electrician shall be paid at the time the service is performed, according to the rates the electrical contractor has established for such services and materials.

## **ELECTRICAL INSPECTIONS:**

All outdoor commercial vendors and concessions are subject to an electrical inspection by the State Electrical Inspector prior to opening for business. Please familiarize yourself with the information and requirements outlined in the pamphlet that is available from the Electrical Licensing and Inspection Unit of the Minnesota Department of Labor. This pamphlet is available at [www.electricity.state.mn.us](http://www.electricity.state.mn.us) or if you have questions call the Electrical Licensing and Inspection Unit at 651-284-5026.

## **SET UP:**

Exhibitors **MUST** check in at the Fair office **BEFORE SETTING UP**. Due to underground wiring & water lines no post pounding or digging will be allowed without prior approval by the space rental committee. **Without approval the cost of any damage done will be billed to you.** There will be no cords or hoses allowed in the walkways without proper coverage. Set up can be done on Monday and Tuesday. (earlier set up by **appointment ONLY**) Admission and parking fees go into effect at 8:00 a.m. on Wednesday the start of the fair. **All Exhibitors must be set up by noon on Wednesday and ready for inspectors and business**, and if you have not occupied the space by 12:00 (noon) on Wednesday you will forfeit your rights to the space and that space will be rented to another exhibitor with NO REFUND of fees paid.

### SET UP:

Monday, July 22th & Tuesday, July 23: 9:00 AM -9:00 PM

Earlier set up can be done by appointment ONLY

Contact Tracy 612-919-1392 For Arrangements

**NO COMMERCIAL VENDOR OR CONCESSIONAIRE WILL BE ALLOWED TO SET UP WITHOUT SUPPLYING A PROPERLY EXECUTED CERTIFICATE OF INSURANCE AND THE MN ST19 FORM AND MDH CERTIFICATE.**

## **ALL VENDORS**

**BOOTHS MUST BE STAFFED AT ALL TIMES during designated Building Exhibit Hours.**

Any item or structure placed upon a leased facility or area shall conform to and be operated in compliance with requirements of the Authority, Public Health Agencies, and all other Local, State, and Federal laws, rules, and regulations. Commercial Vendors are responsible for keeping their space(s) clean and free from debris. Waste receptacles will be positioned in close proximity to the commercial building and other areas.

For security purposes of our Vendors, the commercial buildings will remain locked until one hour prior to building open time daily, other than during setup hours, a Fair representative will be locking the vendor buildings at closing time. We can't be at all the buildings at the same time so please be patient.

All locations are expected to be staffed during open hours of the fair.

### **Exhibit Building Hours:**

Wednesday 12:00 Noon -- 9 p.m.

Thursday, Friday, Saturday 10:00am – 9pm

Sunday 10:00 a.m. - 7:00 p.m.

### **Fair Ground Hours:**

Tuesday Entry Day 12:00pm — 8:00pm

Wednesday 12:00pm 12:00 am

Thursday, Friday, Saturday 6:00 am -12:00 am

Sunday 8:00am - 10:00 pm

**NO MOTORIZED VEHICLES will be allowed in the EXHIBIT/CONCESSION AREA between the hours of 10:00 a.m. to 1:00am during the fair. If requiring restock of products for your booth, please do so before fair operation hours or by non-motorized equipment.**

Overnight security will be on duty Tuesday, July 23 — Monday morning July 29.

The Wright County Fair Board will not be responsible in any way for loss by theft, fire, accident, or act of God.

## **FOOD VENDORS**

**ALL FOOD HANDLERS MUST MEET MINNESOTA HEALTH CODE RULES.**

All Food Vendors must be familiar with and comply with all Wright County and/or Minnesota Health Department regulations. Food Vendors must post their food license and menu listing the prices they charge for each item being sold and state that sales tax is included in the price.

**UNDER NO CIRCUMSTANCES IS GREASE TO BE POURED INTO TRASH BARRELS, DUMPSTERS, OR DRAINS. ALL USED FRYING OIL/GREASE IS TO BE TAKEN OFF GROUNDS BY VENDOR, ANY FRYING OIL/GREASE LEFT BEHIND WILL BE DISPOSED OF AT THE VENDORS EXPENSE, AND MAY RESULT IN VENDOR NOT BEING ABLE TO RETURN.**

Wastewater: Do not drain any water onto blacktop/walk ways or onto any area that would affect any fair traffic .

All Food Vendors should notify their suppliers to **make deliveries by 9:00 am** to ensure the delivery vehicles are off the premises before foot traffic gets heavy.

Each Food Vendor is responsible for keeping the area around his or her contracted space free of debris. Large items for disposal should be taken back to dumpster area. Waste receptacles will be periodically emptied throughout the day. If receptacles in the Food Vendor's area need emptying before the fair crew makes its rounds, the event office should be notified.

#### **FOOD VENDOR HOURS**

Wednesday	12:00 PM - 10:00 PM
Thursday	10:00AM - 10:00PM
Friday	10:00 AM - 10:00 PM
Saturday	10:00 AM - 10:00 PM
Sunday	10:00 AM - 7:00 PM

**FOOD VENDORS MUST BE STAFFED AND OPERATING DURING THESE HOURS.**

(These are the minimum hours.)

**VENDORS ARE ENCOURAGED TO OPEN EARLIER AND REMAIN OPEN LATER.**

#### **MOVE OUT**

Commercial Vendors and Food Vendors are not to start "tear down" procedures until 7:00 PM on Sunday.

To allow time for the general public to safely exit the Fair Site, no vehicles will be permitted to enter the south side of the Commercial Buildings until the majority of the foot traffic is cleared (generally 9PM).

All or any part of booths, stands, equipment, and/or supplies used by a Vendor, that is not removed from the Wright County Fair site within two (2) days from the closing of the event and arrangements have not been made with fair staff, shall be deemed abandoned and become the property of the Authority without notice.

**No exhibitor will be allowed to pack up and /or take down displays until AFTER 7:00 p.m. (if this is not followed you will forfeit your deposit) on Sunday; and VEHICLES WILL NOT BE ALLOWED IN THE EXHIBIT AREA until after 9pm. The Fair Board would like to encourage exhibitors to take down exhibits on Monday for SAFETY REASONS.**

**If you choose to pack up on Sunday (AFTER 7:00 p.m.) you will need to CARRY ITEMS TO YOUR VEHICLE THAT IS IN THE PARKING LOT.**

If vehicles are in grounds before 9pm Sunday, license plates will be taken and violators will be dealt with.

#### **DISPUTES**

The Authority shall be the final arbiter of any disputes involving Vendors. The Authority may delegate this authority to the Fair Administrator and at least two directors. No promises, representations, agreements, or conditions have been made or agreed to which are not stated fully on the Vendor's contract or in the Vendor's manual.

THE WRIGHT COUNTY FAIR BOARD RESERVES THE RIGHT TO REFUSE SPACE RENTAL TO ANYONE NOT ABIDING BY THE RULES AND REGULATIONS OF THIS CONTRACT AND INFORMATION MANUAL. VIOLATION MAY RESULT IN EXPULSION <sup>u</sup>- WITH NO REFUND.

THE FAIR BOARD RESERVES THE RIGHT TO REARRANGE ALL EXHIBIT SPACE.

## **FAIR OFFICE:**

The fair office is only staffed during fair hours. The fair office phone number is 320-543-2111. Calls will be answered at the office from Monday through Sunday the week of the Fair. Prior to that time, please contact the Vendor Coordinator at the number listed.

## **GATE ADMISSION:**

We are an ALL-PAY GATE. Everyone must purchase a daily ticket or season pass to enter the fairgrounds. PASSES ARE NOT INCLUDED IN VENDOR FEE.

Please inform all workers, delivery drivers, etc. Passes may be pre-purchased (along with your contract form). If tickets/passes must be distributed prior to the fair, please contact/coordinate with vendor coordinator.

## **Prices are:**

Daily Admission: Adults: \$5.00 Under 17: Free Season Pass (Admission only) \$15.00

Parking: Each Time: \$5.00 Season Pass (Parking only): \$15.00

Season Combination Pass: One Adult Admission and Parking for everyday of the fair \$25.00

## **Rental Space:**

Space rental includes space as designated by the committee. No partitions or other booth equipment is provided by the fair board. Exhibitors must provide their own backdrop, side curtains, tables, partitions or whatever is needed to separate your booth from neighboring booths, electrical cords. Please note that no side partition will be allowed to reach from the floor to the ceiling. Outside locations will need to provide their own shelter if necessary and any provisions for the exhibit. Obstructing passageways, in any manner, is not permitted.

Commercial space renters at the 2023 Wright County Fair have the first priority to that same location for the 2024 Fair, if the contract and payment are received by April 1<sup>st</sup>. The Wright County Fair board supports the policy of one representative per company and reserves the right to limit one representative per company.

INDOOR BOOTH SPACE: Is determined by the Building/spot. (Range from \$175-\$250.00)

OUTDOOR SPACE: \$200.00 (10' minimum) - additional footage is \$20.00/foot

FOOD CONCESSIONS: Is determined by size and location, and by Committee

Members - Footage includes trailer hitch, coolers, awnings, canopies, Etc.

220 Volt hookup: \$100.00 Fair week

Refrigerated Truck/Freezer hookup: \$100.00 Fair week. Parked in assigned area.

Non-Electrical Supply Truck: \$25.00 Fair week. Parked in designated area.

On - Site Camping: \$60.00 Fair week. Spots are assigned by Fair representative.

Questions should be directed to Tracy Gutknecht, 612-919-1392

Tracy Gutknecht -Fair Director

Vendor Coordinator

6568 30<sup>th</sup> ST NE, Buffalo, MN 55313

Phone: 612-919-1392

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