



Mailing Address
 3001 US Highway 12 East, Suite 002
 Menomonie, WI 54751
 715-232-4005
 Fax 715-231-6478
 dunncountyfair.org

Fair Location
 620 17th Street
 Menomonie, WI 54751

Indoor & Outdoor Commercial Exhibitor Application

July 26 – 30, 2017

Business/Organization Name _____

Contact Person _____ Phone # _____

Address _____

E-Mail Address _____ Fax # _____

Your Liability Insurance Company _____ Policy # _____

Products Being Displayed or Sold _____

Electricity Needed YES NO

Rates	Price	Quantity	Total
Indoor Booth Space (10 feet x 10 feet)	\$150.00		
Additional Indoor Booth Space(s) (10 feet x 10 feet)	\$100.00		
Premium Indoor Booth Space (highlighted on map)	\$300.00		
Outdoor Booth Space (as listed on map)	\$100.00		
Table (8 feet long)	\$15.00		
Table (8 feet long, covered & skirted)	\$25.00		
Additional Season Admission Pass	\$10.00		
TOTAL DUE			

FULL payment required with application Check (payable to Dunn County Fair) Credit Card (complete information below)

Cardholder Name _____

Card # _____

Expiration Date _____ Verification Code _____ Card Type VISA MC

Cardholder Signature _____

Commercial Exhibitor Policies and Regulations

1. Booth space is available at a first come, first served basis. Applications are due July 9, 2017.
2. Two (2) Season Admission Passes are included with each booth space.
3. Payment and the Wisconsin Temporary Event Operator and Seller Information Form must accompany ALL applications. The form is required even if you are not selling items or if you are a non-profit organization.
4. If you cancel prior to July 1, you will forfeit half of your payment; no refunds after July 1.
5. Amusement rides, including pony rides, must have a WI Inspection sticker visibly posted.
6. If electrical power is needed, exhibitors must check the correct box on the application and provide their own extension cords.
7. Any tenting or canvas must have a fireproof seal.
8. The commercial building will be open for setup on Tuesday, July 25, from 10:00 AM to 7:00 PM and Wednesday, July 26, from 8:00 AM to 4:00 PM.
9. The commercial building will be open to the public on Wednesday from 4:00-10:00 PM, Thursday-Saturday from 10:00 AM to 10:00 PM and on Sunday from 10:00 AM to 5:00 PM.
10. Exhibitors are responsible for their own merchandise and to provide security for their own merchandise, if necessary. The Commercial Building is closed nightly at 10:00 PM and opened at 9:30 AM the next day for vendor access only until 10:00 AM, with no early opening exceptions granted. The Dunn County Fair is not liable for lost or stolen items.
11. Exhibitors are responsible for maintaining their space in a neat and clean condition. Do not damage the pipe, drape and floor. Any damage or missing items (tables, skirts, etc.) will be charged to the exhibitor.
12. While booth/space selection preferences are collected from each vendor, the Dunn County Fair reserves the right to move vendors based on factors such as power supply availability, building layout changes, etc.
13. All exhibitors must have their area cleaned out and items removed from the Dunn County Fair Grounds and the Commercial Building no later than noon on Monday, July 31. Exhibitors will be charged a clean-up fee if their area is not clean-up by noon on Monday. The clean-up charge will be a minimum of \$150.00 or actual cost for clean-up of your area with no liability for the items removed or destroyed. No security is provided on Monday.
14. The exhibitor will provide ample liability insurance to compensate for any loss or damage that may occur from his/her negligence. The exhibitor agrees to indemnify, release and hold harmless, Dunn County, Dunn County Fair, Dunn County Board of Supervisors, Dunn County Fair Board, their personnel and entities for any and all claims and/or damages arising from the use of the premises and/or your negligence.
15. Drawings, promotions, etc. are encouraged. If you are having a prize drawing of any kind, the Fair Board must be notified at least one day in advance and there must be a Fair Board member present at the drawing.

I have read, understand and agree to the above policies, rules and regulations.

Exhibitor Signature _____ Date _____

Booth/Space Selection Preference

My first choice for a booth is space number _____ and my second choice would be _____. Booth selections/locations are on a first come first served basis and are subject to change without notice. We will contact you to confirm or select a booth space in the event it changes due to the new layout.

Please return all application materials and payment to the address listed below. Confirmation of booth rental will be sent one week prior to the start of the fair.

Dunn County Fair
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Please e-mail fairboard@co.dunn.wi.us or call our office at 715-232-4005 with any questions you may have.