



**Mailing Address**  
 3001 US Highway 12 East  
 Suite 002  
 Menomonie, WI 54751  
 715-308-8659  
 dunncountyfair.org  
 fairboard@co.dunn.wi.us

**Fair Location**  
 620 17th Street SE  
 Menomonie, WI 54751

# Indoor & Outdoor Commercial Exhibitor Application

July 24 – 28, 2024

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		
Outdoor Booth Space (size adjustable)	\$100.00		
Indoor 3-day space – Wed-Fri, Thurs-Sat, or Fri-Sun (Circle option)	\$175.00		
Table	\$15.00		
Additional Season Admission Pass (may be purchased onsite)	\$ TBD		
<b>TOTAL DUE</b>			

**FULL** payment required with application  Check – payable to the Dunn County Fair or  Online Payment

Please indicate date of Online Payment \_\_\_\_\_

Dunn County has implemented a new Online Payment System. Please refer to the [Dunn County Fair](http://Dunn County Fair website) website to access the payment system. You will be directed to an external vendor to process your payment. Utilizing the payment system is not a guarantee of registration. There is a fee to use the Online Payment System.

**For Office Use Only**

Booth Number \_\_\_\_\_

Electric \_\_\_\_\_

Table \_\_\_\_\_

Picked Up Passes \_\_\_\_\_ Number of Passes \_\_\_\_\_

# Commercial Exhibitor Policies and Regulations

1. Booth space is available at a first come, first served basis. Applications are due July 7, 2024. If additional space is available, we will accept applications up to the start of the fair.
2. Two (2) Season Admission Passes are included with each booth space. You can trade them in for daily passes to give to workers.
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 17, you will forfeit half of your payment; no refunds after July 18. In the event the fair is cancelled due to a pandemic or act of God, a full refund to all paid commercial exhibitors will be provided within one month of the announcement of cancellation.
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 used must have a fireproof seal.
8. **The commercial building will be open for setup on Wednesday starting at 9:00 AM. If you would like to set up on Tuesday, please contact the fair office.**
9. **The commercial building will be open to the public on Wednesday from 3:00-10:00 PM, Thursday-Saturday from 10:00 AM to 10:00 PM and on Sunday from 10:00 AM to 5:00 PM.**
10. Youth and open class judging will happen in the commercial building on Tuesday starting at 8:00 AM. There will be families and visitors walking through and spending time in the building during judging.
11. 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.
12. 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, etc.) will be charged to the exhibitor.
13. The sale of merchandise that contains offensive words, lettering or graphics is banned. Items used for decoration or display that contain offensive words, lettering or graphics are also banned.
14. While booth and/or 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.
15. 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 following the fair. 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.
16. 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.
17. The Dunn County Fair Grounds is a smoke free park. No smoking in or around your booth. You may be asked to leave.
18. 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

If you were a previous vendor, we will do our best to locate your booth in the same general area unless you specify that you would like to move to a different area in the building. 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.

***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  
3001 US Highway 12 East  
Menomonie, WI 54751

Please e-mail [fairboard@co.dunn.wi.us](mailto:fairboard@co.dunn.wi.us) or call our office at 715-308-8659 with any questions you may have.