

Dodge County Fair Vendor Information

August 18-22, 2021

Barb and Dan Mullin – Space Managers • mullin799@gmail.com • Phone: 920.296.2209
Fairgrounds Phone: 920.885.3586 • Fairgrounds Address: PO Box 654 • Beaver Dam, WI 53916

General Information:

Set-up: begins at 8:00am, Monday, August 16, and MUST be complete by 7:00pm on Tuesday, August 17

Please come to the Space Manager's Office under the Grandstand to pick up your tickets and additional information during Set-up

As of 8:00am Wednesday, tickets are REQUIRED.

- No tickets will be mailed out; they must be picked up at the Space Manager's Office BEFORE 7:00pm on Tuesday, August 17.
- Additional exhibitor tickets are available: \$25 for season, \$6.00 for daily.
- Please DO NOT SEPARATE season tickets. They are void if separated.
- Season Tickets may be exchanged for a weekly wristband at the Fair Office (ticket holder must be present to receive wristband).
- Season pass and daily ticket holders are required to have a re-entry wristband from the Fair Office if planning to leave and return to the grounds (ticket stub is required to receive re-entry wristband).

Remind workers and delivery people that EVERYONE must have a full ticket or wristband. Partial tickets will NOT be accepted at the gates for re-entry and refunds will NOT be given.

Exhibitor Contract:

- Contract is enclosed. Please review ALL information carefully and keep a copy for your reference.
- Sign the contract and return with your payment to the Space Manager for final approval.
- After final approval is received, a copy of your contract will be mailed back to you as a confirmation.
- Food concessions must send a copy of Liability Insurance *with your COMPLETE menu*. COMPLIANCE WITH WISCONSIN STATE LAW for Temporary Restaurants is required.

NO REFUNDS of exhibit/concession deposits or payments

Reminders and Regulations:

- Camping:
 - Rates are \$40 per day, including electric. If you wish to camp, please note on your contract.
 - Remember to get your camping permit upon arrival and display it in your camper window.
- Parking: **All vehicles** besides Exhibit/Concession vehicles and Supply Trucks **MUST** park in the West Lot.
- Deliveries:
 - Deliveries **MUST** be completed by **10:00am** daily to keep the streets safe and open for fairgoers.
 - FedEx and UPS Deliveries: should be sent to *Dodge County Fairgrounds, YOUR BUSINESS NAME, INDIVIDUAL NAME, N6885 High Point Road, Juneau, WI 53039* (**DO NOT USE P.O. Box for deliveries)
 - ***If your shipment is *Collect on Delivery (COD)*, money MUST BE AT the Space Manager's Office before 9:00am on the day the delivery is expected or the DELIVERY CANNOT BE ACCEPTED***
- Internet Access: Business level internet access for vendor areas is available from Netwurx on a first come, first served basis. To purchase, visit pay.netwurx.net or call 855-638-3856 Monday-Friday, 8:00-4:00 p.m. CST. The price per device is \$25.00 for the run of the fair. There are no discounts for late or add-on purchases. DO NOT submit payment to Dodge County Fair. We highly recommend you review our FAQ page regarding WiFi internet: *Does the Fairgrounds have WIFI Internet available?*
- NO PETS are allowed in the EXHIBIT AREAS per Wisconsin Administrative Code HFS 196.16 (18), exception for service animals.
- Trash Pick Up: During the fair, please place trash to be picked up along the street/aisle the night before as the crew picks it up in the early morning.

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- Entrance to the Fair: State Hwy 33 to either Fabisch Road (if coming from the West) or Highpoint Road (if coming from the East).
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Additional Notices:

1. To secure location: Please submit completed contract **with full payment**.
2. Food Vendors MUST furnish a certificate of insurance for General & Project Liability with limits of \$1,000,000 naming the Dodge County Fair Association as an additional insured.
3. You are responsible for the required compliance of local/state regulations pertaining to your concession. Non-compliance of regulations will cause contract to be NULL & VOID without refund.
Any changes made without Space Manager's approval (including subletting) will cause this contract to be NULL & VOID.
4. Sale of alcoholic beverages by vendors is prohibited.
5. The sale of weapons of any type including replicas is prohibited. Laser lights are prohibited.
6. No soliciting of merchandise outside of your contracted location. No roving allowed.
7. Absolutely no product sales of an adult nature, with obscenities, or that are offensive to our family event. This includes products containing offensive odors, explosive items such as smoke bombs, pop-its, or drug related products.
8. No exhibit/concession may be dismantled, taken down, or removed from the assigned location on the Fairgrounds prior to the take down time of 6:00 p.m. on Sunday evening. Violation of this can jeopardize your future return to this Fair.
9. The Dodge County Fair Association is not liable for losses or damage due to theft, fire, water and other weather conditions or accidents within the concessions or exhibits.
10. Exhibitors understand and agree that this contract shall be binding between both parties under the stated terms and conditions and attached Rules & Regulations. Parties are responsible for reading all provided documentation and complying accordingly.

Visit dodgecountyfairgrounds.com for additional information. Any questions, contact Barb and Dan Mullin.