



# Washington County Fair: July 31 - August 4, 2024

**IMPORTANT NOTICE - Please read in its entirety the 2024 Commercial & Food Vendor Manual included with this application. The manual outlines information and important terms and conditions governing the leasing of space. **THERE ARE NEW CHANGES THIS YEAR!!****

NEATLY COMPLETE BOTH SIDES OF THIS FORM

## Commercial Vendor Application / Contract

Company Name \_\_\_\_\_

Contact \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone : \_\_\_\_\_ Cell: \_\_\_\_\_

E-mail address Needed: \_\_\_\_\_ Fax: \_\_\_\_\_

### PRODUCT/SERVICE:

#### Name Brand

Please list brand name of company, products, or services you wish to display or sell. It is our policy to accept to limit exhibitor representing a company or a name brand product or service.

\_\_\_\_\_

\_\_\_\_\_

If we already have this Brand Name exhibiting at the Fair, I will let you know who the exhibitor is. You may want to contact him/her and see if they would need help manning their booth.

#### List Products/Services to by displayed or sold.

In an effort to offer fairgoers a variety, and to provide the most viable market for you, the vendor, we try to limit similar product/services.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### LOCATION:

I am a returning vendor:

*Last year's location: Indoors, Bldg. \_\_\_\_\_ Outdoors Machinery Area*

Please check one.

- I would like the same location as last year
- I would like a new location. (If Indoors, circle one)  
 Bldg. A    Bldg. B    Bldg. C    Bldg. D
- I am open to any location

Comments: \_\_\_\_\_

**A \$50.00 deposit is required when returning this application to hold your location and will be deducted from your final fees. **ONLY RETURNING VENDORS!****

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I am applying to be a New Vendor

#### **NO DEPOSIT REQUIRED**

- I am open to any location: (circle one)  
 Indoors    Outdoors    Machinery Area
- If indoors, I would prefer a location in: (circle one)  
 Bldg. A    Bldg. B    Bldg. C    Bldg. D

Comments: \_\_\_\_\_

### SIZE:

*Last year's size:* \_\_\_\_\_

Please check one. Listed as frontage x depth.

#### Indoor Space:

- 8' x 8' -----\$180.00
- 16' x 8' -----\$360.00
- 24' x 8' -----\$540.00
- 10' x 10' -----\$220.00
- 15' x 10' ---- Special -- \$270.00
- 20' x 10' -----\$440.00
- 30' x 10' -----\$660.00
- 40' x 10' -----\$880.00

#### Outdoor Space:

- 10' x 15' (minimum) ----- \$130.00
- 15' x 15' -----\$150.00
- 20' x 15' -----\$200.00
- 25' x 15' -----\$250.00
- Custom \_\_\_\_\_ x \_\_\_\_\_ ---- call for \$

#### Machinery Area:

- 40'x55' -----\$160.00

#### FOR OFFICE USE ONLY

DEPOSIT REC'D \_\_\_\_\_ CHECK # \_\_\_\_\_

PMT REC'D \_\_\_\_\_

AMT \$ \_\_\_\_\_ CHECK # \_\_\_\_\_

INSURANCE PURCHASED \_\_\_\_\_

CERT. OF INS. REC'D \_\_\_\_\_

ST-19 REC'D \_\_\_\_\_

CONFIRM. CARD SENT \_\_\_\_\_

LETTER \_\_\_\_\_

**INSURANCE:** Each vendor must carry \$1,000,000 Liability Insurance. We require a "Certificate of Insurance" listing Washington County Fair as the Certificate Holder. If you do not have insurance, you must purchase it through the Fair for \$125.00. Deadline to purchase insurance is July 15, 2024.

Insurance Company Name \_\_\_\_\_

Policy Number \_\_\_\_\_

- Certificate of Insurance (Circle one) Enclosed Will send by July 15th  
 Purchasing Fair Insurance (\$125.00)

**ST-19 FORM:** All exhibitors, whether non-profit or for-profit, must fill out enclosed **Minnesota Department of Revenue Form ST-19 (Operator Certificate of Compliance)** and submit with their space application/contract.

**MN Sales Tax or Tax Exempt #** \_\_\_\_\_

**HOURS OF OPERATION:** All exhibitors should have their booth staffed and operating from 10:00 am - 9:00 pm on Wed.; Thurs - Sat. 10:00 am - 10:00 pm.; 10:00 am - 8:00 pm on Sunday. Outside vendors are welcome to extend these hours earlier &/or later. See Vendor Manual for details.

**SPECIFICS:**

Do you use Sound Equipment? (i.e. musical instruments, TVs, radios, microphones, etc.)  
 (circle one) YES NO

If yes, describe \_\_\_\_\_

Each space has access to plug in one electrical cord to a shared 120 amp circuit. Bring a UL approved extension cord.

Do you require additional electricity? (circle one) YES NO  
 If yes, call for pricing (651-436-6009)

**\*\*\*\*\* IMPORTANT NEW \*\*\*\*\***

**GATE ADMISSION: WE ARE AN ALL-PAY GATE. EVERYONE MUST PURCHASE A GENERAL ADMISSION TICKET TO ENTER THE FAIRGROUNDS.**

**TICKETS ARE NOT INCLUDED IN VENDOR FEE.** Please inform all workers, delivery drivers, etc. General Admission Tickets may be purchased in the Fair Office in Bldg. B on Mon. 7/29 and Tues. 7/30 or you can purchase Admission Tickets through the Fair Manager and can be picked up at the Fair Office on Mon. 7/29 and Tues. 7/30. Also sold at gates during fair.

**Prices are: General Admission: \$10 Ages: 8 yrs & up Under 7 free**  
 OR

**\*\*\*BELOW TICKETS ONLY SOLD IN OFFICE OR APPLICATION BEFORE 7/31 \*\*\*  
 \*\*\*NOT SOLD AT GATES DURING FAIR\*\*\***

**Pack of 5 General Admission Tickets: \$25 Ages: 8 yrs & up**  
**Purchase with application through Fair Manager!**

**No refunds after July 1, 2024.**

**RETURNING VENDORS: must return completed forms and deposit fee by March 1 and balance by May 1 to reclaim space.**

**NEW VENDORS: Submit completed forms . If you are accepted you will be notified to submit fees, if not accepted you will be notified.**

Space Rental Fees:

Indoor Space: size: \_\_\_\_\_ ' X \_\_\_\_\_ ' .....\$ \_\_\_\_\_

Outdoor Space: size: \_\_\_\_\_ ' X \_\_\_\_\_ ' .....\$ \_\_\_\_\_

Machinery Area: 40'x55' .....\$ \_\_\_\_\_

Purchase Liability Insurance (\$125.00).....\$ \_\_\_\_\_

Additional Electricity (call for pricing).....\$ \_\_\_\_\_

General Admission Qty \_\_\_\_\_ .....\$ \_\_\_\_\_

Pack of 5 General Admission Qty \_\_\_\_\_ .....\$ \_\_\_\_\_

**TOTAL FEES** .....\$ \_\_\_\_\_

By signing this contract/application, I acknowledge I have received and read the 2024 Washington County Fair Commercial & Food Vendor Manual, and agree to abide by the policies set forth therein. Failure to abide by these rules and regulations may result in fines &/or forfeiture of future exhibiting rights.

Exhibitor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- Please Mail:**
- \* This application/contract — with both sides completed, signed & dated
  - \* **\$50.00 Deposit -ONLY for Returning Vendors** (check payable to: Washington County Fair) or can email Invoice to pay with credit card for \$50 Deposit by requesting.  
**Balance due May 1**
  - \* Completed Minnesota Department of Revenue ST-19 form
  - \* Certificate of Insurance of \$1,000,000 liability (or pmt. to purchase Insurance through the Fair)

**Mail to:** Dorie Ostertag, Fair Manager, **WASHINGTON COUNTY FAIR, 3393 Neal Ave. S., Afton, MN 55001**  
 651-436-6009 Phone/Fax; 651-338-7693 Cell; E-Mail: otag@aol.com