



**COMMERCIAL AND FOOD VENDOR MANUAL
2025 WASHINGTON COUNTY FAIR
JULY 30 – AUGUST 3, 2025
www.washingtoncountyfair.org**

Please read this manual carefully. It outlines the changes, and important terms and conditions governing the leasing of space at the Washington County Fair (WCF).

The Washington County Agricultural Society, the non-profit organization whose primary purpose is to hold the annual Washington County Fair, is pleased to have you participate in this 154-year-old tradition. Each of you plays a significant role in the Fair's success and we appreciate your support!

Contacts:

Fair Manager:

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GENERAL INFORMATION FOR ALL VENDORS:

Fairgrounds Location and Addresses:

The Washington County Fairgrounds is located at the corner of Stillwater Blvd. and 40th St. N., east of Lake Elmo.

The physical address is: 12300 40th St. N., Stillwater, MN 55082.

The mailing address is: 3393 Neal Ave. S., Afton, MN 55001.

Deliveries made between July 28 – Aug. 3: Please use the physical address provided above.

Temporary Fair Office:

From Monday, July 28 – Monday, Aug. 4, 2025, a temporary fair office will be located at the north end of Bldg. B on the fairgrounds. The fair office phone number is: 651-770-0246.

Gate Admission:

WCF operates as an all-pay gate. Everyone must purchase a general admission ticket to enter the fairgrounds. A general admission ticket is required for all delivery drivers, staff, etc. Admission tickets are **NOT** included in the vendor fee but can be purchased on the vendor contract/application and picked up at the Fair Office in Bldg. B on Monday, July 28 and Tuesday, July 29, **ONLY**. Or you can purchase admission tickets at the Fair Office on Monday, 7/28 and Tuesday, 7/29. Only general admission tickets will be sold at the gates once the fair begins. Admission tickets may be used on any day of the fair. Pack of 5 General Admission Tickets **NOT** sold at gates during Fair.

General Admission Ticket:	\$12 - Ages 8 and up.
	FREE - Children 7 years of age and under

Pre-Fair Sale – Pack of 5 General Admission Tickets: \$30 - Ages 8 and up

Gate Hours:

All entrance gates will open at 7 a.m. each day. All gates will be locked on Wednesday at 9 p.m., and Thursday – Saturday at 10 p.m. and remain locked during the night. The Fair closes on Sunday at 8 p.m.

Deliveries/Supply Trucks/Cars:

Notify your suppliers to make all deliveries in the early mornings. The entrance gates are locked overnight and open each day at 7 a.m. All vehicles/supply trucks/cars **MUST** be off the fairgrounds before 10 a.m. each day. Remind your suppliers and employees that WCF is an all-pay gate. Delivery truck drivers must pay to enter the fairgrounds. You are allowed to use a dolly to bring supplies from the parking lot to your booth during the day.

Refer to the Gate Admission section of the Vendor Contract/Application.

Wheeled Transportation:

Excluding handicapped vehicles, the use of wheeled transportation (i.e., bicycles, golf carts, motor scooters, skateboards, and all-terrain vehicles) inside the fairgrounds between 7 a.m. – 10 p.m., will not be allowed unless they are official WCF vehicles.

Building Hours:

Wednesday, July 30	10 a.m. – 9 p.m.
Thursday - Saturday, Aug. 2	10 a.m. – 10 p.m.
Sunday, August 3	10 a.m. – 8 p.m.

Renewal Policy:

To attract and maintain high-quality vendors, the WCF will review all vendor applications annually. Prior year vendors are offered the opportunity to renew their rental space contract based on this evaluation. The WCF reserves the right to refuse to renew any rental space contract where the vendor has violated any regulations of the event, or any local, state or federal law.

Commercial/Outdoor and Concessionaire Vendor Contract Renewals are made on the basis of a renewal for the same purpose, products and ownership as in the prior year. Ground or space alterations or other changes made to the fairgrounds may make it necessary to eliminate certain previously available rental spaces from one year to the next. In such instances, the WCF reserves the right to offer substitute location(s). The WCF reserves the right to not renew any space lease agreement where the commercial/outdoor/concessionaire vendor has violated any regulations of the event or any local, state, or federal law.

A request to change locations or products must be noted in the contract/application and will be reviewed prior to approval. Rental space(s) **contracts/applications not renewed by March 1** will be released and offered to a new vendor. **All deposits are due by March 1, 2025, and the remaining balance must be paid-in-full by May 1, 2025.**

Insurance:

All vendors must provide a *Certificate of Insurance* providing proof of \$1 million Liability Insurance. The certificate must name **Washington County Fair** as the certificate holder. The WCF assumes no responsibility for any accident, injury, or mishap which may befall vendors, their employees, or event attendees. Please send the Certificate of Insurance with your completed contract/application; or if mailed separately, it must be received by July 15, 2025. Insurance can be purchased through the fair

on the vendor contract/application. The price is: \$175 for commercial vendors or \$200 for food vendors. The deadline to purchase insurance is July 15, 2025.

Sales Tax Form:

All vendors, whether non-profit or for-profit, **MUST** submit the Minnesota Department of Revenue form ST-19 (Operator Certificate of Compliance) with the vendor contract/application. A copy of the form is located under the Vendors tab on the WCF website. www.washingtoncountyfair.org

No commercial vendor or concessionaire will be allowed to set up without providing full payment, properly executed Certificate of Insurance, and a completed form ST-19.

Solicitation:

Vendors must confine their business and its promotion to the location specified in the space rental contract/application. Obstructing passageways/sidewalks with a display, product or signage, is not permitted. Advertising your product in parking lots is not allowed. You will be asked to remove it, or you will be fined. No one, including vendors, will be allowed to stroll the grounds distributing any merchandise, promotional items or materials.

Sound Equipment:

Microphones, TV's, radios, loudspeakers, musical instruments or other sound equipment you plan to use must be noted on the contract/application. Approved sound equipment must be kept at a reasonable volume so not to disturb nearby vendors and fairgoers. WCF management reserves the right to revoke permission to use such equipment entirely if the provisions of this rule are not observed.

Security:

During the fair, the fairgrounds and buildings will be patrolled 24 hours a day. However, it is recommended that booths and outdoor stands/displays never be left unattended during the times the fair is open to the public. Exhibit buildings will be locked on Wednesday, July 30, at 9 p.m.; Thursday – Saturday, Aug. 2, at 10 p.m.; Sunday at 11 p.m.

Night security is provided on the fairgrounds; however, outside vendors are recommended to lock or remove any valuable possessions every night. The WCF is not responsible for any item(s) lost, damaged, or stolen before, during or after regular fair hours.

Emergency Plan:

We do have an emergency plan in place for your safety for the fairgrounds.

Tear-Down Sunday Evening:

Teardown may begin after 8 p.m. on Sunday evening. All stands, displays, vehicles, etc., must be removed from the fairgrounds by 5 p.m., Monday, August 4. Early teardown on Sunday evening will result in denial of future contracts.

Parking:

Parking is FREE. Please park in designated general admission parking lots. We will notify you if special lots for vendors becomes available.

Camping:

No overnight camping facilities are available on the fairgrounds for vendors. The nearest campground is 5 miles from the fairgrounds. Lake Elmo Park Reserve, 1515 Keats Ave. N., Lake Elmo, MN 55042. 651-430-8370.

COMMERCIAL VENDOR AND CONCESSIONAIRE VENDOR INFORMATION:

Contracts/Applications:

Contract/Application forms are emailed by January 31. (Mailed to those without email.) Please notify WCF of any email changes. Returned forms are considered a contract for returning vendors and an application for space for new vendors.

To reserve/request space: Return completed contract/application, fee payment, MN sales tax form (MN Department of Revenue form ST-19), and insurance information. Your *Certificate of Insurance* may be mailed separately but must be received by July 15. After the contract/application is received, a confirmation email will be sent to the vendor. If the application is not accepted for the 2025 fair, the fees (not the non-refundable deposit) will be returned.

Renewal contract/applications must be returned with the deposit by March 1, 2025, to guarantee renewal. The remaining balance must be paid-in-full by May 1, 2025. Payment by credit card is accepted.

Space Rental Rates:

See Commercial Vendor Contract/Application or Food Concession Contract/Application for all space rental sizes, locations and prices.

Product Approval:

Vendors and concessionaires must submit a list of all items to be sold, displayed, advertised, promoted or demonstrated on their contract/application. Any item(s) not listed on the contract/application are not permitted. All items must be appropriate to the family atmosphere of the event. If any item is found to be inappropriate, it must be removed immediately.

Food Restrictions:

Our contract with the carnival limits independent vendors from selling cheese curds, cotton candy, corn dogs/pronto pups, and mini donuts. Local non-profit organizations are exempt.

FOOD CONCESSIONAIRES AND COMMERCIAL VENDORS INFORMATION

FOOD CONCESSIONAIRES:

All food concessionaires must be licensed with and comply with the Washington County Health Department and/or Minnesota Health Department regulations. To avoid penalties, apply for a license at least 3 weeks prior to the fair. Washington County Health Department phone number: 651-430-6655. Per the Fire Code, you **MUST HAVE A CLASS K FIRE EXTINGUISHER IN YOUR FOOD TRUCK/TRAILER/TENT/STAND.**

Set-Up for:

Commercial and Food Concessionaires: Monday, July 28, 9 a.m. – 9 p.m.
Tuesday, July 29, 9 a.m. – 10 p.m.
Wednesday, July 30, 8 a.m. – 10 a.m.
Fully set up by 10 a.m.

REQUIRED: ALL OUTSIDE Commercial and Food Concessionaires are required to check in at the Fair Office in Bldg. B to direct you to your spot. Set-up is only allowed during the days and times listed above.

Upon arrival at the fairgrounds, come to the Fair Office in Bldg. B for assistance locating your rental space and to pick up admission tickets. You must set up within the assigned marked space for your food truck/trailer/tent/stand. All awnings or overhangs must be inside the assigned space. WCF retains the right to force you to move locations if you do not comply with the space you requested, even if you are completely set up.

Electrical and Sanitation User Fee:

Please reference your Food Concession Contract/Application for User Fee amounts.

The WCF will only provide the electrical service indicated and paid for on your contract/application. A licensed electrician will be on-site during the set-up days. Amperage required more than that indicated on the contract/application, when inspected by the MN Electrical Inspector, may result in additional charge payable immediately in the Fair Office and/or loss of your rented space and moving to a different location. This applies even if you are completely set up.

All electrical connections must meet the requirements of the Electrical Licensing and Inspections Unit of the Minnesota Department of Labor. Any additional wiring or special outlets needed by the vendor will be at the vendor's expense. Charges for labor and materials supplied by the licensed electrician will be paid by the vendor at the time service is performed, according to the rates established by the licensed electrician.

Rubbish, Gray Water and Grease:

Waste containers are located throughout the grounds and are emptied in the early morning and throughout the day. If a container needs emptying during the day, please alert someone in the Fair Office. Grease and gray water must be disposed of in the 500-gallon green holding tanks that are located behind the restrooms between Bldgs. B and C, and across from the poultry barn behind the restrooms. Cardboard should be collapsed and placed near regular trash containers for early morning pickup. The WCF does recycling; please use the correct containers.

Ice:

Ice will be available for sale on the fairgrounds during the Fair. Please speak with a volunteer in the Fair Office to purchase ice.

Supply Truck Parking:

We have a small lot for supply truck parking. These spaces are available for rent at \$40 for non-electricity needed or \$120 for electricity hook-up. Please mark on your contract/application if supply truck parking is needed.

COMMERCIAL VENDORS:

Indoor Vendor Spaces:

Prior to the fair, you will be notified by email of the location of your rented space.

For setting up enter the fairgrounds from the south gate off 40th Street N. You may park in the designated general admission parking lot or on the south side of the building your rented booth space is in. Please be respectful of other vendors and unload your supplies as quickly as possible. Then move your car to the general admission parking lot.

Your rented booth space will be marked on the floor with your company name. Please set up within your market space, which is the size of booth space requested on your contract/application. Failure to stay within your given booth space will result in moving you to a different location, if space is available, even if you are fully set up.

The WCF has 3 exhibit buildings, known as Bldgs. A, B, and C. These buildings combine open class exhibits and commercial vendor booth spaces. The booth spaces are divided by pipe and drapes (8' back wall and 34" side drapes). Each booth space has access to 1 electrical cord to a shared 120-amp circuit. Bring a UL approved extension cord, if needed. If you requested additional electricity on your contract/application, please see the Fair Manager.

Outdoor Vendor Spaces:

Outdoor vendor spaces are located near exhibit Bldgs. A, B, and C, and the food vendors. Upon arriving at the fairgrounds, come to the Fair Office in Bldg. B to inquire where your outdoor rental space is located and pick up your admission tickets. Outdoor spaces are marked off on the grass. You must set up within the assigned marked space, which includes all displays, stands, tent stakes, awnings and overhangs. WCF retains the right to force you to move locations if you do not stay within the space you requested, even if you are completely set up. Rental space includes access to one 120-amp outlet. Bring a UL-approved extension cord.

While setting up, please be considerate of your neighbor-vendor and do not block their rental space.

Machinery Area:

The machinery area is available for machinery, lawn and garden equipment, sports display, auto displays, livestock equipment, etc. Upon arriving at the fairgrounds, come to the Fair Office in Bldg. B to inquire where your outdoor rental space is located and pick up your admission tickets. Outdoor spaces are marked off on the grass. Before setting up, please verify you are in the correct space. Rental space includes access to one 120-amp electrical outlet. Bring a UL approved extension cord.

Staffing of Booth/Outdoor Space:

Indoor commercial vendors may enter their respective exhibit building **1/2 hour** prior to the scheduled opening of the building through the south/north small access doors.

At the end of the day, you must leave the building **within 10 minutes** of the scheduled closing time.

Indoor vendors are required to have their booth staffed and operating during the building hours listed above. If you have been approved as an information booth only, you will be allowed to display your brochures, and the booth can be unstaffed. If an emergency arises and you must close your booth early, you are **REQUIRED** to speak with the Fair Manager before leaving the fairgrounds.

Outdoor vendors and Concessionaires are welcome to open your area earlier and stay open later. Fairgoers appreciate this as many events and entertainment begin as early as 7 a.m. and end at 11:30 p.m.