

2010 Walworth County Fair Commercial Rules and Regulations

- ❖ **FINANCIAL OBLIGATIONS:** Every individual or company doing business on the Fairgrounds during the Fair must have a written and signed contract. ****One-half of the rent is due with return of signed contract by MARCH 1, 2010. A late fee of \$50.00 will be added if not returned by March 1, 2010. YOUR FINAL PAYMENT PLUS YOUR CERTIFICATE OF INSURANCE IS DUE NO LATER THAN AUGUST 1, 2010. **** If final payment is not received by August 1, 2010 your space will be re-rented. **All approved contracts and deposits will be deposited to our bank immediately upon receipt.**

A \$25.00 fee will be charged for contracts cancelled after August 1, 2010. If we are unable to re-rent the space there will be no refund. There will be a \$25.00 charge for all returned checks.

- ❖ **DEFAULT:** If vendor is in default under any section of this contract agreement, or fails to adhere to the standards established by the Walworth County Fair, the Fair Board shall notify vendor of such default or failure and vendor shall have a reasonable time to remedy such default or failure, such reasonable time to require immediate action if the Fair is in, or about to begin, production. In the event that the vendor does not remedy such conditions in a reasonable time, the Fair may terminate contract agreement, expel vendor from the location and offer to rent the location to another vendor without any further liability or obligation to vendor.
- ❖ **TICKETS:** Walworth County Fair is an all-pay Fair. This includes concessionaires/exhibitors, employees and guests. There are no COMPLIMENTARY ADMISSIONS TO OUR FAIR. **EVERY VENDOR WILL BE AUTOMATICALLY CHARGED FOR TWO VENDOR PACKS.** Vendor packs consist of (6) six daily admissions. Vendor packs are \$25.00 per pack. Regular price for a daily adult admission is \$9.00; junior daily admission is \$3.00. **The daily admission will not give you the right to vote in the upcoming Election of Officers at our Annual Meeting in December. If you choose to have the right to vote, you must purchase a regular Adult Season Pass.** Adult Season tickets are \$30.00 and Junior Season Pass is \$10.00 for children 6-12 years old. For your convenience this year you may order and pay for tickets in advance. ****PLEASE NOTE**** This year we will not be mailing the tickets out ahead of time, you must pick them up at the Fair Office after August 1st until the start of the Fair on Wednesday, September 1st. **TICKETS ARE NOT REFUNDABLE. NO TICKETS CAN BE LEFT AT ANY GATE FOR YOUR EMPLOYEES PICKUP. YOU MUST DISTRIBUTE YOUR TICKETS TO YOUR EMPLOYEES BEFORE THE START OF THE FAIR.**
- ❖ **EXHIBIT SPACE:** Returning vendors will be placed in same location or as close as possible to previous years location **provided your contract is returned by or prior to the due date of March 1st.** Contracts not in by due date will be assessed a **late fee of \$50.00.** The Superintendent of Privileges and the Walworth County Fair Board reserve the right to change the layout of booths and assigned spaces as necessary.

The Walworth County Fair in connection with setting up your display will provide no special services. All vendors must provide their own lighting for outdoor displays and their own floors. It is also the vendor's responsibility to provide their own chairs, tables, furniture, lighting and any other display materials.

Displays should not obstruct neighboring displays or project ahead of neighboring booths. **All aisles and pedestrian walkways on the Fairgrounds must not be obstructed in any way.**

Demonstrating and distributing of material must be confined to the limits of your occupied exhibit space. Vendors will not be permitted to roam the grounds selling merchandise or distributing flyers/coupons/ads.

P.A. systems or other machines making noise shall not be allowed without approval of the Superintendent of Privileges. These exhibits with approved noise-making devices may have their privilege revoked if the noise becomes too loud and/or too constant.

THE SUPERINTENDENT OF PRIVILEGES RESERVES THE RIGHT TO SPOT-CHECK ANY CONCESSION/EXHIBIT SHOULD A QUESTION OR PROBLEM ARISE.

Concessionaires/exhibitors shall not exhibit or sell any product that has not been listed on the contract and approved by a Superintendent. Any variation will result in forfeiting an invitation to return the following year. Food Concessionaires must submit a list of items to be sold. No item may be added without permission from the Superintendent of Privileges.

Prizes, gifts or sale of any items deemed hazardous, unsafe or unsuitable by the Walworth County Fair Board are prohibited. The Walworth County Fair Board reserves right to deny display and/or sale of any items, which in their judgment are inappropriate.

Concessionaires/Exhibitors are prohibited from assigning or subletting booth or space.

You must receive approval of the Superintendent of Privileges before using shavings.

New vendors will be subject to a one (1) year probation during that year dealer must:

- Comply with the hours of operation
- Comply with all financial obligations
- Comply with all health and safety rules/regulation
- Comply with all established rules/regulations
- Provide Honest and Fair Service

- ❖ **STATE REQUIREMENTS:** Those selling any type of merchandise must obtain a Wisconsin Sellers Permit. Contact the State Department of Revenue for additional information. Wisconsin State Sales Tax is 5.5% in Walworth County.

All food vendors shall comply with state and local health regulations found in the "Temporary Restaurant Guidelines" booklet from the Department of Health and Social Services. Wisconsin Department of Agriculture, Trade & Consumer Protection, Food Division, Madison WI and Wisconsin Department of Health & Social Services State Restaurant Inspector, Milwaukee, WI will inspect all food and drink stands.

- ❖ **MANDATORY RECYCLING:** Wisconsin Mandatory Recycling Law requires that we recycle glass, plastic, aluminum, tin and cardboard. Food vendors, not the fairgoers, must dispose of these items in designated containers. All vendors are responsible for breaking all cardboard flat before placing it in our dumpsters. **Dumpsters for all cardboard will be located in the alleyway between the restrooms and the Fair Office building. Also, there will be a dumpster for cardboard located on the southeast corner of the North Hall.**

- ❖ **EXCLUSIVE BEVERAGE SUPPLIER:** ****New** The only products that Pepsi will be offering to you the vendor this year is either 20oz bottles or "Bag in the Box".** The Walworth County Fair and Pepsi-Cola have entered into a partnership making **Pepsi the exclusive supplier of carbonated and non-carbonated beverages including water to the Walworth County Fair. All lessees selling beverages on our Fairgrounds agree to purchase from the Fairgrounds Pepsi Distributor all carbonated and non-carbonated (water) products. Pepsi Products are the exclusive beverages of the Walworth County Fair and are the only type of beverages to be sold on our Fairgrounds unless specified on your contract. Any violation of this rule will forfeit this lease.** Pepsi will supply staff on the grounds during the Fair for product and service. **If you have a sign with the name of another beverage company, Pepsi will try to replace it for the week of the Fair. Likewise, cups should say Pepsi instead of any other competitor name. Of course, if vendors have their own logo on cups, that is fine.** A list of current Pepsi products is available upon request. For those of you that serve breakfast, Pepsi does not expect you to serve only their brand of juice. Likewise if vendors brought with them their specific lemonade mix, that can be served. Pepsi staff will be on the grounds when you check in to service and answer any questions. Delivery times during the Fair will be from 11:00a.m. – 7:00 p.m. If you wish to establish credit with Pepsi, please contact Deryll Weber by e-mail: deryll.weber@pepsiamericas.com before the start of the Fair.

- ❖ **TENTS:** Tents can be rented from the Gallagher Tent Company. ****2010 rates are included with your contract or you may contact Gallagher's directly at (608) 255-7286. **ALL TENTS USED ON THE WALWORTH COUNTY FAIRGROUNDS MUST BE FLAME RETARDANT.** They must be NFPA 701 Compliant. No tarping will be allowed per ordinance of the City of Elkhorn Fire Department.

Where tent pegs are used for securing tents, vendors must request additional frontage to accommodate the tent pegs.

- ❖ **ICE:** Ice must be purchased, on the grounds, through the same ice company as last year, Stoxen Ice Distribution. You may contact Stoxen Ice at (815) 291-7481 or e-mail pwachlin@usa.net.
- ❖ **WATER SUPPLY:** A back flush valve will be provided for each water hook-up. If you have a soda machine, which requires a water hook-up for making carbonated water, you will need a second special back flush valve for that purpose. Per local and state health regulation, all vendors using water outlets/connections on the Fair

Grounds shall FDA or NSF approved water hoses. Also, "gray water" shall be self contained (holding tank) and can be deposited only in specific designated areas. Any vendor draining "gray water" on the ground will be in default of their contract agreement.

- ❖ **APPEARANCE:** Concessionaires/exhibitors must keep their space neat and sanitary. They shall pick up debris in and around their space and dispose of it in the appropriate containers. Grease barrels with lids will be provided. All cooking grease **MUST** be placed in the barrels and lids used at all times.

Food concession personnel must wear clean clothing and aprons while serving.

All food vendors are required to have a K type extinguisher in your food stand at all times. You must chain and secure any compressed gas tank in your food stand. Also, all vendors must have a 5 pound ABC Fire Extinguisher in your booth at all times. Food vendors you are required to have both types.

- ❖ **IDENTIFICATION AND SIGNS:** A price list of all items for sale must be displayed in a prominent location. Signs must be plain and neat. All exhibits must have a sign/banner identifying your business/organization in a prominent location.

Distribution of handbills, fliers or heralds upon the grounds of the Walworth County Fair is prohibited. The posting of any advertisement, signs, posters, banners, etc. is only allowed within your contracted space.

- ❖ **NO ALCOHOLIC BEVERAGES ARE ALLOWED ON THE WALWORTH COUNTY FAIRGROUNDS.**

- ❖ **VEHICLES:** Storage vehicles may be parked on your space or location designated by Superintendent of Privileges only if there is sufficient room. Vendors are encouraged to park storage vehicles in the designated area near the campground. There is no charge except for electric usage. **All Storage trailers/trucks must have contact name and working phone number on back door for emergencies and on file in the Fair Office. This information must be filed at time of check-in.**

Exhibitor Parking Lot is located in the S.W. corner of the infield. You will be unable to enter or leave this lot during the Harness Races on Saturday and Sunday. Parking Stickers for this lot can be obtained from the Fair Office. On Monday, due to the Demolition Derby, location will be changed to the N.W. corner of the infield.

No vehicles will be allowed on the fairgrounds prior to Friday, August 27th. Set-up times of your booth will start at 12:00 p.m. – Noon on Friday, August 27th. All booths must be in operation by 10:00 a.m. on Wednesday, September 1st – Opening Day of the Fair.

ALL VEHICLES MUST BE OFF THE MIDWAY ROADS BY 9:00 A.M. DAILY. DELIVERIES MADE AFTER THIS TIME MUST BE MADE BY HANDCARTS OR OTHER AUTHORIZED VEHICLES.

- ❖ **SHIPMENTS/DELIVERIES:** All United Parcel deliveries should be directed to the vendor, in care of Walworth County Fair, 411 E. Court Street, Elkhorn WI 53121. Positively no property will be accepted upon which there are charges of any kind. The Fair **will not accept responsibility** at any time for materials received and stored.

UPS DELIVERIES WILL BE PICKED UP AT THE MAIN GATE. DELIVERY ARRIVALS WILL BE ANNOUNCED.

All vendors, making deliveries on the grounds, must purchase a Vendors permit from the Fair Office. They will only be allowed to deliver 7-9 a.m. on the fairgrounds. If they do not purchase a permit you will have to make arrangements to meet them off the fairgrounds.

NO VEHICLES WILL BE ALLOWED NORTH OF BUILDING ROW (MIDWAY) UNTIL 10:00 P.M. OR AFTER THE GRANDSTAND SHOW ON THE LAST DAY OF THE FAIR. NO VEHICLES WILL BE ALLOWED ON THE FAIRGROUNDS SOUTH OF BUILDING ROW UNTIL 9:00 P.M. ON LABOR DAY.

All concessionaires/exhibitors must show their Season or Daily Vendor passes to enter the fairgrounds. Parking permits do not substitute.

- ❖ **GOLF CART OPERATION POLICY:** The safety of patrons of the Walworth County Fair is of the up most importance to the Walworth County Fair Board and is the main purpose of this policy. This is our attempt to insure the safe operation of golf carts during the Walworth County Fair. Mini Motor Bikes will not be allowed.

Maintenance, Office, Treasury, Rescue Squad, Fire Department, Security personnel, Vendors, Carnival employees and patrons, with written approval from the Walworth County Fair Board, are the only people allowed to operate golf carts during the Walworth County Fair. Authorized personnel are allowed to operate golf carts during defined times and area only.

Vendors may operate their golf carts in the normal course of their duties with only the intended number of passengers. Vendors have no restrictions on where they operate their golf carts. Vendors must use due care and speed when operating their golf carts or their permission will be revoked.

Vendors who plan to operate golf carts must provide proof of insurance coverage for their golf cart use and sign a disclaimer at the Fair Office in advance. A permit will be issued to you once the Fair Office receives your insurance certificate. Policy reviewed and approved on February 14, 2001.

❖ SMOKING POLICY: NO SMOKING IN ANY BUILDING. ALL FOOD EMPLOYEES MUST CONFINE THEIR SMOKING TO OUTSIDE AREAS OF THEIR STANDS.

- ❖ **ELECTRICAL REQUIREMENTS:** Electric charges are listed on your contract. All direct wiring, hook-ups and unhookups must be done by the fair electrician.

****THE HOURS THE ELECTRICIAN WILL BE AVAILABLE BEFORE THE FAIR:**

Friday, August 27	12:00 p.m. – 6:00 p.m.
Sat, August 28 & Sun, August 29	8:00 a.m. – 5:00 p.m.
Mon, August 30 & Tues, August 31	8:00 a.m. – 7:00 p.m.

Our Electrician will be available at the close of the Fair on Monday, September 6 for disconnecting and they will be available on Tuesday, September 7 from 7:30 a.m. – 12:00 p.m. After this time they will not be available to disconnect any vendors.

Only rubber cords of good quality with copper conductors and ground wire in green are allowed. No aluminum wire or entrance cable with aluminum or copper will be allowed for hook-ups. All single pole cords of 110 to 120 volt users must provide 3-wire cord. All double poles direct wiring of 240-volt users must provide 4-wire cord. Cords provided for direct wiring should be as follows: (110-220 volt lead) Black on hot leg - White on neutral - Green on ground to ground stakes: (240 volt lead) Black on hot leg - Red on hot leg - White on neutral & Green on ground to ground stakes.

Cord size requirement for breaker needs: #14 Cord-15 amp; #12 Cord -20 amp; #10 Cord-30 amp; #8 cord-40 amp; #6 Cord 50-60 amp; #4 Cord 60-80 amp & #2 Cord 81-125 amp. Only up to 125 amps will be available on 240 volts. All users of 110-120 volt direct plug in outdoor cords must have a 3-prong plug – 20 AMP camper style.

You must leave a working space 3' in front and 1' on each side of all electrical panels. All direct wiring cords must be labeled with the stand's name at the end of cord just under the panel. The electrician may disconnect any amp overload or unbalanced electrical load.

- . **Electrical generators are not to be used in concession areas unless prior approval is received.**
- . **Storage vehicles using electricity will be charged \$60.00 and assigned a space and pole.**
- . **Inside Booths are charged for electric usage with the minimum charge being \$60.00.**

THE WALWORTH COUNTY FAIR AND/OR THE FAIR ELECTRICIAN
WILL NOT BE HELD LIABLE FOR DAMAGES OR LOSS DUE
TO ELECTRICAL PROBLEMS.

PLEASE NOTE: If you need any electrical work done while on our fairgrounds you must use our Fair Electricians. Please check with the Fair Office if you need to contact them.

- ❖ **HOURS OF OPERATION:** All Concessions/exhibits must be in place and operating by 10:00 a.m. on opening day of the Fair or space will be re-rented with no refund given.

All concessions/exhibits must be open and in operation from 10 a.m. to the time listed in your zone. This is the minimum amount of hours of operation. If you choose to be open longer, please do so. **On the last day of the Fair, Monday, September 6 please refer to zone hours that are listed on the back page of this manual. **Please note the inside booths must remain open until 8:00 p.m.** During the hours of operation, all exhibits must be open and have a vendor representative in the booth. Unmanned booths will be subject to removal and will forfeit an invitation to the 2011 Fair. Early withdrawal will result in the vendor forfeiting an invitation to the 2011 Fair. **This rule will be strictly enforced. PLEASE REFER TO THE MAP FOR THE DESIGNATED RELEASE TIMES.**

No vendor trucks will be allowed on the grounds Monday, September 6 until 9:00 p.m. south of Building Row and 10:00 p.m. north of Building Row for the safety of our fairgoers.

The Fairgrounds is open daily 7:00 a.m. - 11:00 p.m.

- ❖ **INSURANCE:** All vendors shall furnish Certificate of Insurance for general liability with limits of **\$1 million per each occurrence**, naming **Walworth County Agricultural Society Inc., P.O. Box 286, Elkhorn WI 53121 as "Additional Insured"** for the dates of the Fair. All food vendors must provide the Fair with proof of product liability as well. No vendor will be allowed to set up until the Certificate of Insurance has been filed. **Please provide the business name as listed on the vendor contract or accompanied by the business name for proper identification.**

A Certificate of Coverage must be sent to the Fair by August 1, 2010. If you desire, the Fair's Insurance Company will provide coverage for **\$70.00. If you decide to purchase insurance through the Fair please fill out the enclosed form – K&K Vendor Additional Insured Information form.** Please note on your contract or contact the Fair Office by July 15, 2010 if you would like our insurance. Payment for purchased insurance is due on or before August 1, 2010.

If you have liability insurance and have received any claims before the start of the fair you must inform the Fair Office of the amount.

- ❖ **LIABILITY:** The Walworth County Fair shall not be responsible for any negligence or unlawful acts of the lessee or lessee's agents or employees. They won't be responsible for any injuries, claims or liabilities suffered or incurred by lessee or lessee's agents or employees while on the fairgrounds and lessee must agree to hold the Fair harmless therefrom.

The lessee must indemnify the Fair from any and all liability, loss or damage the Fair may suffer as a result of claims, demands, costs or judgment against it arising out of the actions of lessee or lessee's agents or employees.

- ❖ **CAMPING:** Camping spaces are assigned. If you need a space please indicate on your contract. The Superintendent will reserve a location for you. Camping spaces will be **available at Noon on Friday, August 27th.** Please check-in with the Campgrounds Superintendent before parking your vehicles. **The cost for camping is \$27.00 per night per unit which includes (2) parking permits. If you are camping on the Fairgrounds you will not have to pay for the (2) Mandatory Parking permits on your contract. You will however need to include with your contract this year your fee for camping. This will need to be paid by August 1st.**

- ❖ **PARKING: **New in 2010**** The Walworth County Fair will be charging for parking. Concessionaires who are not camping at the Fair will be automatically charged on their contract 2 mandatory season parking permits. The cost for a season permit is \$15.00. The cost for daily parking is \$5.00 per day per car. We are still offering a VIP parking permit at a cost of \$50.00, which guarantees the same parking spot for the entire Fair. You may purchase the VIP or additional season parking permits at the Fair Office.

- ❖ **SECURITY:** The Walworth County Fair provides security from Friday, August 27th until Tuesday, September 7th. Security will be patrolling the grounds 24 hours a day during this time frame. Please be aware that it is not possible for security personnel to be everywhere at all times and consider carefully what you leave in your stand at night. We will not be held responsible or liable for any loss or theft. If there is a problem, please contact our Security department that is located near the Main Gate in the Walsh Center. All exhibits must be removed (5) days from the close of fair.

- ❖ **FRAUD AND MISREPRESENTATION:** each of our vendors is expected to deal honestly and fairly with the public, and his/her employees. Any attempted fraud or misrepresentation will be considered cause for revoking the contract.

Please read all contents of this book. The Walworth County Fair Board makes changes to this book every year. Please read this book carefully and be aware of the changes in the rules of our Fair. You will be held accountable for all rules listed in this book.

Walworth County Fair Board: Ed Sokolowski, President
Robert Handel, Vice President
Dennis Duesterbeck, Secretary
Cindy Klewin, Treasurer
Becky Merwin, Director
Bill Thompson, Director
David Adams, Director
Gary Ellsworth, Director
Eileen Walsh Grzenia, Director

Office Manager: Peggy Fraser
PR & Marketing Manager: Susan Pruessing
Maintenance Manager: Clare Doane

Co-Superintendent of Privileges: George Paulsen
Co-Superintendent of Privileges: Wayne Zimmermann

Mailing Address: P.O. Box 286
Elkhorn WI 53121

Fair Location: Walworth County Fair
411 E. Court Street
Elkhorn WI 53121

Telephone: 262-723-3228

Fax: 262-723-3202

E-Mail: office@walworthcountyfair.com

Website: www.walworthcountyfair.com

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