



IOSCO COUNTY AGRICULTURAL SOCIETY

ICAS
P.O. BOX 533
Hale, MI 48739
Fair Office (989) 728-3841
Jkfarmer73@yahoo.com

April 1, 2019

Dear Vendor,

It is nearly fair time once again. The fair dates are July 22nd through July 27th. The carnival company is Anderson/Schmidt Amusements with Tony & Peggy Anderson's unit providing the midway. Vendors wishing to participate in the 2019 Iosco County Fair will need to be set up by 4:00 pm on Monday, July 22nd.

The indoor Commercial Exhibit building (Samson Building) will include not only indoor vendors, but also Youth Exhibits. We found that this is mutually beneficial and draws more people to this building, thereby benefiting the vendors. Vendors returning from 2018 will be able to stay in the same spaces as last year (if you desire to do so), but you must register by the deadline to save your space. Some changes may need to happen. New vendors will be assigned spaces based on needs and order of registration with earlier entries getting the more visible spaces. The fair welcome booth will be located in the south end of the building again this year to help draw people traffic through the building.

Because we want you to have a quality experience, we limit the number of vendors selling similar products so as not to get too many of the same types of item(s) being sold. This does not mean that there will only be one business selling a particular product, however. Please feel free to contact me with any questions. Thanks for your support of the Iosco County Fair, and we look forward to seeing you July 22nd through July 27th.

Sincerely,

Jennifer Farmer
Superintendent of Vendor Rentals

75th Annual IOSCO COUNTY FAIR Vendor Packet

Hale, Michigan

Superintendent: Jennifer Farmer

Phone: 810-820-0654

E-mail: jkfarmer73@yahoo.com

FAIR DATES: Monday, July 22nd – Saturday, July 27th, 2019

Iosco County Fairgrounds, 3/8 mile north of the traffic light on M-65 in Hale.

Set up times: Noon to 5:00 pm on Sunday, July 21st, 2019 **or**
8:00 am to 4:00 pm on Monday, July 22nd, 2019

Take down times: Saturday, July 27th from 9:00-10:00 pm or 8:00 am-Noon on Sunday, July 28th for Vendors in the Commercial Building, and after 9:00 pm on Saturday, July 27th for Outdoor Vendors. *Any vendor leaving before 9:00 pm on Saturday will forfeit their seniority status for booth space location and could be moved to a different space in the future.*

*****Please Note:** If you have your own liability insurance coverage you will need to list the Iosco County Agricultural Society as an Additional Insured on the proof of insurance. *The following wording must be written/listed in the Description or Remarks area on the certificate, stating “The Iosco County Agricultural Society is an Additional Insured”.*

General Vendor Rules & Guidelines

- **Note to All Vendors:** Due to the Michigan smoking ban rules, there will be no smoking in or around food concession trailers or in picnic/food eating designated areas. Iosco County Fair rules also prohibit smoking in the Commercial Vendor Exhibit Building.
- All vendors must be in place by 4:00 pm on Monday, July 22nd. All vendors are required to carry liability insurance coverage in the amount of \$1,000,000 or more. Please provide a certificate of coverage binder from your insurance carrier if you carry your own liability insurance (see note above on insurance). If you do not have insurance coverage, you may be added to the fair’s insurance policy at the cost of \$35.00 for non-food vendors or \$100 for food vendors. Make checks payable to **Iosco County Agricultural Society**.
- Each non-food vendor will be given one weekly gate pass when you check in to set up provided your space is paid for in full. Vendors with food trailers will be given 2 weekly gate passes at check-in with full payment. Two additional weekly passes per vendor may be purchased at ½ price during above set up times only from Jennifer or one of her team members. Full price entrance gate weekly passes are \$9.00 and daily passes are \$3.00.
- **Fair policy requires that all persons entering the fairgrounds must have a gate pass, or they will be required to pay at the gate. Please make arrangements with your workers in advance to distribute your gate pass(es) so that misunderstandings can be avoided.**
- **Note: Dogs are not allowed on the fairgrounds except at registered campsites where certain restrictions/rules apply. Please be aware of this rule and know that pets will not be allowed at vendor spaces – inside or outside.**

- The Iosco County Agricultural Society will not be responsible for fire, theft, damage or personal injury suffered by any person or exhibitor on any grounds used by the Society to host the Iosco County Fair.
- No lessee shall sub-lease their space to any other person or organization.
- Vendors **MUST** stay within their designated space. Please let the public come to you. Vendors must maintain a professional image. Noncompliance of these rules will subject exhibitor to removal from the premises.
- All trash must be properly disposed of and picked up within your space.
- No alcoholic beverages are to be sold from concessions without permission.
- Any disagreements will be settled by the Iosco County Agricultural Society's president, whose decision will be final.
- Camping is available to vendors for \$15/night (includes electric and use of bath/shower building). **All vendors staying overnight on the fairgrounds in any type of sleeping structure will be required to pay for camping – this includes sleeping in personal vehicles.** Please be advised that vendors' campers cannot be placed right next to your vendor booth, but instead will be in a nearby state licensed campground. Please contact Camping Superintendent Dennis Wright at 989-728-0002 to make arrangements for camping.
- No one anywhere on the fairgrounds may have a golf cart or ATV for personal transportation without the express written consent of the Iosco County Agricultural Society's Board of Directors.
- Parking is allowed in authorized areas only. Parking for exhibitors in the Samson (Commercial Exhibit) Building may occur in the parking area to the south of the Livestock Building (by the tennis courts) or in the parking area north of the Entertainment Tent by the midway/carnival. **Vendors are not allowed to park in front of or between the exhibit buildings or next to their outdoor vendor booths, with one exception: vendors may drop off materials at their booth prior to or at the 11:00 am weekday or 10:00 am Saturday opening time only.** Violation of this rule may result in the vehicle being towed.

In order to reserve a space you must return the enclosed pre-registration form along with the required fee(s) stated on the included registration form. Returning vendors must register by May 1st, 2019, to reserve a space you have previously had or to get a desired change to a new space (if available and specified by request). After this date spaces will be given on a first come, first served basis.

Registration sheets are attached – one for Indoor Commercial Building space and one for Outdoor Vendor space. Please choose the appropriate registration form for where you would like to set up. If you have any questions or concerns please call and ask.

We look forward to your participation in the Iosco County Fair!

Outdoor Commercial Vendor Space Specific Information

Hours of operation for Outdoor Commercial Vendors are from 4:00 pm-10:00 pm on Monday, 11:00 am-10:00 pm Tuesday through Friday, and 10:00 am-9:00 pm Saturday (or until the midway/carnival closes down if you so desire). You may open earlier if you desire as well.

NON-FOOD VENDOR RATES: Minimum charge for a space is \$50.00 which gives you up to a 10 foot wide space (10' of frontage) up to 20 feet deep. Additional frontage will be charged on a front foot basis at the rate of \$5.00 per front foot. Front footage will be determined after you are set up on the first day of the fair. Your rental balance payment will be due at that time. However, please indicate on the registration form both the front footage and depth you require so that we can better place you. Vendors who wish a space deeper than 20 feet will be charged based on the square footage of the space. This charge will be \$0.25 per square foot. [For example, a front footage of 20' and depth of 25' would be 500 square feet x \$0.25 = \$125.00.] *There is also a charge for electricity if you need it for your booth. Rates will vary based on the type of booth you have and anticipated electrical draw. The electric charges typically range from \$5.00 to \$20.00 for the week.*

FOOD VENDOR RATE: This rate is inclusive for both space and electrical usage (no extra electrical cost for the food trailer itself). This cost will be \$225.00 for each food wagon with up to 20 feet of frontage. Those desiring more than 20 feet of frontage will be charged on a case by case basis. **The above rate covers the food wagon only. Additional supply trailers will be charged on a front footage basis of \$5.00 per foot along with an additional electrical charge if anything (such as freezer/refrigerator) is plugged in from the supply trailer.** The electrical charge for supply trailers will be between \$10 and \$20 depending on what is plugged in.

RULES

- **Please see General Vendor Rules above.**
- **A \$50 deposit is required with this registration form in order to hold the requested space for you.**
- You will need to provide your own supplies such as tables, chairs, canopies, etc.
- Park in authorized parking areas only. **There will be no pulling in and parking next to your vendor space except for unloading!** Personal vehicles may not be considered supply trailers for the purpose of parking near your vendor space for extended periods of time. Vehicles may park for short periods to drop off supplies at a vendor space, but then must be parked in designated parking areas.
- Concession areas must be kept neat and clean at all times.
- All concession personnel will act in a professional manner while on the grounds.

Outdoor Commercial Space Rental Agreement

**THANK YOU FOR YOUR PARTICIPATION AND COOPERATION IN
ADVANCE. WE LOOK FORWARD TO HAVING YOU AT OUR EVENT!**

Please fill out and return this portion with your deposit of \$50.00 per booth space to hold your space (unless you left a deposit with us last year). If you do not have your own insurance, include an additional \$35.00 for non-food vendors, or \$100.00 for food vendors, so that we can add you to our policy. See General Rules for setup times. Please send applications & payments to:

ICAS

Attn: Jennifer Farmer

P.O. Box 533

Hale, MI 48739

Please make checks payable to: Iosco County Agricultural Society

Business/Group/Individual Name: _____

Phone Number: _____

Address: _____

E-Mail Address: _____

Type of Exhibit Booth/Wagon: _____

List items you sell: _____

Size of space needed: _____ X _____ feet

I will provide my own insurance: Yes ____ No ____

Space Required for Supply Trailer: _____ X _____ feet

Space Location: Same Spot or New Spot (if available) _____

Electrical Needs: 10 AMPS 1200 watts ____ 120 VOLTS ____
20 AMPS 2400 watts ____ 220 VOLTS ____
30 AMPS 3600 watts ____
Other: _____

I have read and understand the terms listed above and agree to abide by these rules.

Signature: _____

Date: _____