



## Brown County Fair Food Vendor Contract August 14 – 18, 2019

Legal Name of Business: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address: \_\_\_\_\_

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

Phone Number: (\_\_\_\_) \_\_\_\_\_ Cellular Phone Number: (\_\_\_\_) \_\_\_\_\_

Federal Identification Number (FEIN): \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Food/Beverages to be sold (be specific) \_\_\_\_\_

If duplicity exists among submitted menus, a discussion **may** be held with interested parties to come to an agreement leading to a variety of food/beverages. Only items listed on this contract will be allowed unless approval is given by the Brown County Fair Association, Inc. prior to the start of the Brown County Fair.

The following information must be completed so we can plan and provide the space needed by each vendor. If you are ordering booth equipment from the Brown County Fair Association, Inc., it must be on this form. Please check the items you need:

1. \_\_\_\_\_ **Utility Fee:** \$150 (Please use the enclosed sheet to list appliances. **ALL** appliances and electrical needs **MUST** be listed. The Brown County Fair reserves the right to limit number of out-lets)
2. **Tents:** Please mark size needed if you are ordering tent(s) from the Brown County Fair Association. You will be billed for this later.

_____ 10 X 10	\$135.00	_____ 30 X 30	\$300.00
_____ 15 X 15	\$170.00	_____ 30 X 45	\$435.00
_____ 15 X 20	\$150.00	_____ 30 X 60	\$605.00
_____ 20 X 20	\$195.00		
_____ 20 X 30	\$235.00	_____ 40 ft. Side Sections	\$10.00 per section
_____ 20 X 40	\$255.00		(Side sections <b>MUST</b> be ordered on contract)

3. **Counter Tops:** Price will be set by supplier.  
\_\_\_\_\_ # of Counter Tops needed
4. **Glass Front Cooler: \$50.00 Charge**  
\_\_\_\_\_ # of Glass Front Coolers needed
5. **Water Tanks:** Price will be set by supplier.  
\_\_\_\_\_ # of Water Tanks needed
6. **Cooler on Wheels: Lg Cooler/\$50.00 and Small Cooler/\$30.00**  
\_\_\_\_\_ # of Large Coolers \_\_\_\_\_ # of Small Coolers  
(There is a limited supply. Refunds will be issued if coolers are unavailable. Distribution will be made by a Brown County Fair Rep. A signature will be required before distribution.)
7. **Refrigerated Trailer:** Price will be set by supplier  
\_\_\_\_\_ Refrigeration will be a trailer

8. **Cooking Method:** \_\_\_\_\_ Charcoal \_\_\_\_\_ LP \_\_\_\_\_ Heat w/electricity \_\_\_\_\_ Deep fry \_\_\_\_\_ Other  
If other, please list type: \_\_\_\_\_

9. **Size of space needed in feet:** Length \_\_\_\_\_ Width \_\_\_\_\_

This measurement should be the total length and width for **everything** you have in your space. It includes space needed for tent (remember to add 5 feet minimum on each side for lines if tent is rented from Brown County Fair Association, Inc.), trailer (including hitch, awnings and anything else sticking out of the sides of trailer), cooking area, refrigerated trailers, awnings, overhangs, etc. Please indicate if you serve out of a certain end or side of your space. **We require a picture** (if you are not renting a tent from the Brown County Fair Association, Inc.) to help in-sure that we can serve your best interests. Please include three (3) references including contact name and phone number(s). The Brown County Fair Association, Inc. reserves the right to limit the size of your space. If the Brown County Fair Association, Inc. determines your space request needs to be altered, you will be contacted prior to the Brown County Fair.

10. **Storage trailers** with refrigerator/freezer must have contact name and phone number on the back door for emergencies. These trailers will park in a designated area. An additional fee of \$75.00 per electrical connection will be charged. This will be on a first come basis.

11. **Overnight Fee:** A fee of \$90.00 will be charged for staying overnight **on the fairgrounds**. The overnight stay will be from Tuesday, August 13, 2019 through Sunday, August 18, 2019. Overnight stay space is very limited and spaces will be assigned. There is no guarantee of electricity or utilities. If electricity and utilities are available, the Brown County Fair Association, Inc. has the right to limit the use. No open flames or fire pits are allowed in the overnight stay area.

Space needed in feet: Length \_\_\_\_\_ Width \_\_\_\_\_

12. **Admission Tickets:** Each Food Vendor will receive (2) two free weekly passes, with the option to purchase additional weekly passes for \$15 per pass, or the option to purchase daily passes at \$6.00 each. The Brown County Fair Association, Inc. reserves the right to limit the amount of weekly and daily passes. These passes **DO NOT** include carnival rides. The additional passes can only be purchased until **NOON** on Wednesday, August 14, 2019. After noon the gate admission prices will be charged. No one will be allowed to enter the Brown County Fair **without a weekly or daily pass**.

13. **Deposit:** A deposit in the amount of \$200 is required to insure that you stay in compliance with the Rules and Regulations. This deposit will be cashed, and the fair will issue a check after all bills are satisfied and you have stayed in compliance with the rules and regulations. This refund check will be mailed to you.

14. **Beverages:** The Brown County Fair Association, Inc. has an exclusive beverage supplier for all soft drinks, water, and alcoholic beverages. All vendors must be aware of this policy when signing the contract.

Beverage prices will be set by the Brown County Fair Association, Inc.. **The prices for 2019 will be as follows: Soda and water will sell for TO BE ANNOUNCED. Beer will sell for TO BE ANNOUNCED.**

**Deposits required:**

Utility Fee	\$150 _____	
Overnight Stay Fee	\$ 90 _____	(If not requested with contract, fee will be doubled to \$180.)
Security Deposit	\$200 _____	(Check will be cashed upon acceptance. Refund of deposit will be returned by mail after all bills are paid and you stay in compliance with all rules and regulation).

Vendor applications are on a first come basis. All required information needs to be received by the Brown County Fair Association, Inc. before you will be considered. Please include your contract, payment in full, electrical needs, Wisconsin Temporary Event Operator and Seller form and a certificate of insurance with all necessary information. The City of De Pere Health Department will contact you if they need any further information from you.

**Please read the 2019 Rules and Regulations carefully. If you are in agreement with all of the Rules and Regulations and would like to apply for a food vendor spot, please complete the contract, make your check payable to Brown County Fair Association, Inc. Include electrical needs, Wisconsin Temporary Event Operator and Seller form and a complete certificate of insurance with your mailing. De Pere Health Dept. will contact you if they need further information from you.**

Mail all these items to: Brown County Fair Association, Inc.  
Food Vendor & Commercial Exhibits Coordinator  
P.O. Box 472 De Pere, Wi. 54115  
Phone: 920-680-6922  
Email: vickievandeurzen@browncountyfair.com

### **Contract Signatures**

By signing below, the vendor acknowledges that he/she has read and agrees with the Brown County Fair Association, Inc. 2019 Rules and Regulations. The vendor agrees to abide by them and all other regulations of the city, county and state.

Vendor Name: \_\_\_\_\_ Date: \_\_\_\_\_

### **For Office Use Only**

Brown County Fair Vendor Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

Amount Received: \_\_\_\_\_ Date Received: \_\_\_\_\_ Check #: \_\_\_\_\_

Date Insurance Certificate Received: \_\_\_\_\_