



# BROWN COUNTY FAIR ASSOCIATION, INC.

P.O. Box 472

De Pere, WI 54115

920-336-7292

www.browncountyfair.com

February, 2017

Hello Past and Potential Food Vendors:

We are happy to invite you to apply for a food vendor spot at the 2017 Brown County Fair. The dates for the 2017 fair are August 16-20, in De Pere, Wisconsin.

**Please read the enclosed Brown County Fair Food Vendor Contract, and Food Vendor Rules and Regulations carefully. There are changes from last year. All forms need to be filled out completely and returned by April 30, 2017. Your signature on the form indicates that you have read the Rules and Regulations, and that you agree to follow all of them.**

If you are interested in participating in the Brown County Fair this year, the following items **must be received by April 30, 2017:**

- \$200 Security Deposit
  - \$150 Utility Fee
  - \$ 90 Overnight Stay Fee (if needed)
- (The overnight fee will double to \$180 if not received with contract request)
- Completed Contract and Electrical Needs Form

The Brown County Fair Association Executive Board will review all applications at their May meeting. The Food Vendor Coordinator will notify everyone whether they have been accepted, or not accepted. Those who are not accepted will have their deposits returned to them. These notices will be sent by regular mail.

All vendors who are accepted will receive information on licenses needed by the State of Wisconsin, the City of De Pere, the State of Wisconsin Temporary Event Form (required by the State of Wisconsin) and information for a certificate of insurance naming the Brown County Fair Association as an additional insured. No food stand will be allowed to set up until these items are on file with the Brown County Fair Food Vendor Coordinator. **A meeting with all food vendors will be held on Tuesday, August 15, 2017. Time will be provided at a later date. It is important that all vendors attend this meeting.**

Please be advised, that the Brown County Fair Association retains a liquor license that only allows for the sale of malt beverages and wine. No hard liquor is allowed.

We look forward to hearing from you. If you have any questions, please feel free to contact me. Please see the contact information at the bottom of this letter.

Working together, we can make the 2016 Brown County Fair a great fair!

Thank you,

Vickie Van Deurzen 920-680-6922

Food Vendor & Commercial Exhibits Coordinator

P.O. Box 472 De Pere, Wi. 54115

Email: vickievandeurzen@browncountyfair.com

**2017 Fair Dates: August 16th – 20st**

