



To: Potential Vendors

From: Wadena County Ag Society

We are excited to announce the dates of the 2023 Wadena County Fair, **June 21-25, 2023**
We would love to have you enhance our fair experience as a vendor!
Details our outlined below. Looking forward to you joining us at the Wadena County Fair!

The Vendor Guidelines

Exhibitor Courtesy:

1. Applications, Payments and ST-19 forms are accepted now through **May 5, 2023**.
2. Priority will be given to last year's registered vendors registered before **April 21, 2023**, after that date spaces are open to all vendors on a first come, first served basis.
3. We only allow one business/organization per booth and one rep per product (ex. One Avon booth, Exceptions made for storefront businesses.) Please list what you plan to sell so there are no product replications. The WCAS will have the final determination on what is a product replication.

Exhibitor Regulations and On-Site Details:

1. All agencies/organizations/businesses/special interest groups must obtain a commercial space in order to sell or solicit a product or service during the fair.
2. To obtain a space you must register by submitting a **completed application, ST-19 Form and payment** in full by **May 5, 2023**. Once your application is accepted, your payment is **NON-REFUNDABLE**. Exhibitors will not be allowed to set up if paperwork and payment are not completed.
3. Commercial spaces are located both in and outdoor. Fees vary depending on size and resources requested.
 - Inside spaces are 8x10 or 8x20.
 - Outside space locations vary – let us know your needs.

4. Set-up and Take-down

- Set-up hours are Wednesday, June 21 from 4-8pm, all exhibits must be set up by 8 p.m.**
- Take-down hours are Sunday, June 25th from 5 pm-8 pm**
- There will be NO early take-downs. (Anyone who does not follow will not be invited to come the following year.)

5. The commercial buildings are locked until 15 min. prior to opening and will be locked again at or near 10pm nightly.

6. You must promote your product from the boundaries of your booth, including the immediate area in front of your booth. Vendors should not be soliciting at other booths or within the walkways.

7. All exhibitor vehicles must be removed from the fairgrounds by 9:30 a.m. each day. Handicap Parking is available with appropriate permit.

8. Electricity

- There is electricity available for a fee. (both indoor and outdoor)
- Use of sound equipment must not disrupt or interfere with business of other exhibitors.
- Outdoor vendors using power supply are subject to inspection by the MN department of Labor and Industry and must meet all applicable codes and regulations. For information regarding the necessary requirements please call the local MN State Inspector ADAM SORENSEN at (320) 304-3927.

9. Resources

- Tables and chairs you must indicate on your application if you want us to supply them. (fees apply - \$15 per table, \$2 per chair)
- Camping is available, inquire for details.

10. Food Vendors

- Food concessions cannot compete with food items specifically identified within the Wadena County Ag Society contract with the carnival.
- Limited space is available, register soon

11. Commercial building hours (Indoor Exhibitors)

Thursday June 22, 10 am -10 pm

Friday June 23, 10 am -10 pm

Saturday June 24, 10 am-10 pm

Sunday June 25, 10 am-5 pm

12. Outdoor Exhibitors Hours

Same dates as #11, May open as early as 6 am and must be done by 12 am.

13. Right to Refuse: The Fair Board reserves the right to refuse applications and/or particular products. The decisions of the Fair Board are final.

Contact:

wadenacountyfair@gmail.com

Beth Lindner 218-639- 3777

Patty Sanders 218-640-2000 (Indoor Vendors)

Charlie Wachlin 218-639-1669 (Outdoor Vendors)

Submission of application does not mean acceptance.

We will meet your request by means of seniority

and timely return of completed contract.

*Confirmation of acceptance will be **EMAILED** upon receipt*

of complete application & payment.