



**“A Fair to Remember!”  
August 25-26-27, 2023**

**Arts/Crafts Vendor Booth Rental Application – Saturday Only**

*Please fill out this form completely (all fields should be filled in). Incomplete applications will not be accepted.  
Booth space is available on a first come, first paid basis (a space is considered paid for when the check clears both banks). No refunds will be given after July 1.*

Your Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

The State of WI requires we collect one of these:

**Wisconsin Seller’s Permit Number\*:** \_\_\_\_\_

\* if no seller’s permit number is available vendor SSN: \_\_\_\_\_

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

Phone: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Email address: \_\_\_\_\_

**All Spaces will be assigned on a first come first paid basis.** Payment in full is required to guarantee your space, and it is required before any space will be assigned. Payment will not be considered complete until your check clears the bank. Once made, any and all payments will not be refunded.

Please list below the types of crafts/items you will be selling. We reserve the right to refuse and/or remove any items deemed inappropriate. **THIS IS REQUIRED TO BE FILLED OUT.**

Product: \_\_\_\_\_

Have you been a vendor at the Florence County Fair before?

Yes  No; If yes, list dates(years): \_\_\_\_\_

What to send with this Vendor Booth Rental Application:

- Payment
- Signed Liability Waiver
- Proof of Liability Insurance (if selling food)

The Florence County Agricultural Society (FCAS) produces a family fair and as such, *all product & information must be suitable for displaying to families with young children.* Out of fairness to our vendors, the fair board limits duplication of product. Final decision on the approval of any vendor application rests with Fair Board.

Outdoor space approximately 10’ x 10’ – *If you will be exceeding this space, you will need to purchase a second vendor space.*

**Vendor supplies tables, canopy, etc.** A limited number of tables are available to rent from the fair at \$5 each. Tables will be rented on a first come, first paid basis.

Hours of Operation of Craft Fair: Saturday, August 26, 2023 from 11 a.m. to 6:00 p.m. You may open earlier or stay open later, but your vendor booth must be open during the listed hours of operation. Spaces will be marked for setup on Saturday morning by 9 a.m.

**Vendors are responsible for applicable Wisconsin State & County Sales Taxes.**

<b>Vendor Rental Application Cost(s) – Saturday ONLY</b>			
Full Payment is required with your application, and applications will be accepted on a first come, first paid basis.			
<b>No. Needed</b>	<b>Type</b>	<b>Cost</b>	<b>Total</b>
	Arts & Crafts Exhibitor/Vendor	\$10.00 per space	
	Vendor (Business, products, other)	\$10.00 per space	
	Table(s) if rented	\$5.00 per table	
	Admission passes – will be required to purchase at the gate		
Total Amount Due			
<i>make checks payable to the "Florence County Fair"</i>			

General Release and Acceptance of Rules:

I (We) have read all of the "Rules and Regulations" enclosed in the Vendor Manual for the Florence County Fair and agree to abide by said rules. In addition, I (We) the applicant(s) do expressly release the Florence County Agricultural Society and Florence County Fair Board of any and all liability for any damage, injury or loss to any person or goods which may arise from the rental and occupation of said space by the applicant, and agree to hold and save the Florence County Agricultural Society / Florence County Fair harmless of any loss or damage by reason thereof.

It is mutually agreed that all information shown on this application, including the Rules and Regulations included in the Vendor Manual is a part of this contract and will be binding on both parties upon acceptance by the Florence County Agricultural Society / Florence County Fair. It is understood that if this application is not accepted all fees will be returned to the applicant with such notification.

\_\_\_\_\_  
Signature of Vendor/Applicant

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Accepted by the FCAS

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

---

Send completed form, proof of insurance and references along with full payment to:  
**Florence County Fair; P.O. Box 704; Florence, WI 54121**

---

## 2023 Florence County Fair Artist/Craft/Vendor Guidelines

---

1. Booth fees:
  - All spaces will be assigned on a first come first (paid) serve basis.
  - **Include a self-addressed stamped envelope for confirmation if desired.**
  - A 10x10 space is \$10. All space is outdoor space. You will need to bring a tent if you want to have one on your space.
  - You are responsible for bringing your own tables. A small number of tables will be available to rent from the fair at \$5.00 each. Tables will be rented out on a first come, first paid basis.
  - You will be required to purchase a fair admission for each person that comes to the fair to help set up and staff your space. Admission is purchased at the gate.
  - Payment in full is required to guarantee your space, and it is required before any space will be assigned.
  - Payment will not be considered complete until your check clears the bank.
  - There will be a \$30 service charge for any checks returned for non-payment
  - Once made, any and all payments will not be refunded.
  
2. Set-Up Times:
  - We will arrive Saturday morning by 9:00 a.m. for set-up the day of the bazaar.
  - All vendors must arrive by 10:00 Saturday or their space may be re-assigned. If you are unable to make the show, please call us ASAP so we can fill that spot.
  - All booths must be ready for business by 11:00 a.m.
  
3. Vendor Rules:
  - No chairs or displays are allowed in the aisles.
  - All trash from your booth must be disposed of prior to your departure.
  - Please move your vehicle away from the soccer field after unloading so we can keep ample parking space available for customers.
  - Tear down prior to 6 p.m. is strictly prohibited.
  - We reserve the right to reject any items deemed inappropriate and they must be removed from your booth immediately.
  - All spaces are assigned. Relocation or switching spaces will not be permitted.
  
4. Facility Rules:
  - No carry-ins (other than the product/s you are selling) will be allowed.
  - No overnight parking will be allowed.
  - This is being held on the soccer field. Any damage done to the field itself where you are setup as a vendor, will be your responsibility to repair.

*If you fail to follow these guidelines, you will not be welcome back in the future.*