

# 2010 FOOD VENDOR APPLICATION

**Kickapoo  
Country Fair**  
JULY 24-25, 2010

**EARLY-BIRD DEADLINE:** Registration fee (\$150.00) and all service charges due by **February 15, 2010**

**STANDARD DEADLINE:** Registration fee (\$200.00) and all service charges due by **April 15, 2010**\*\*\*

\*\*\*Program listing **not guaranteed after this date!**

**LATE DEADLINE:** Registration fee (\$300.00) and all service charges due by **May 15, 2010**

\*Business / Organization Name:

\*Contact Name:

E-Mail:

\*Phone:

FAX:

\*Mailing Address:

\*City/State/Zip:

*\* Required information*

\* Please describe type of food and/or beverages to be sold, along with price ranges (attach additional sheets if needed):

## Event Hours

**Saturday 7/24/10: 10:00 AM – 10:00 PM**

(The Town Square area vendors close at 7:00 PM but Main Stage Area vendors must be prepared to remain open until 10:00 PM)

**Sunday 7/25/10: 10:00 AM – 5:00 PM**

- I would like to be located in the Town Square Area
- I would like to be located in the Main Stage Area (open until 10:00 PM and limited availability)
- I have exhibited in the past and would like to request the same approximate location (not guaranteed)

All of the requested items below must be submitted no later than **April 15, 2010:**

- I would like to rent a 10x10 tent (\$150.00)
- I would like to rent \_\_\_ 8 ft Tables (\$10.00 each)
- I would like to rent \_\_\_ Folding Chairs (\$2.00 each)
- I would like to purchase \_\_\_ 20lb. Bags of Ice (\$6.00 each)
- I would like to request electricity: 20 amps, 110 v. (\$25 per circuit)
- I would like to park a vehicle or trailer in our exhibit space (\$150.00 additional fee per vehicle or trailer)
- I would like assistance sourcing local, organic ingredients (including products produced by Organic Valley)
- I would like to request refrigerated product storage (cubic feet: \_\_\_)
- I would like to reserve \_\_\_ (#) campsites for the following nights \_\_\_\_\_ (\$20.00 per night, per site)
- I would like to be contacted about advertising in the KCF 2010 Program (contracts are due by 4/15/10)
- I have read and signed the “Green Contract and Suppliers” document and have included it along with this application (**REQUIRED**- please make sure you have turned it in with this application)

With the acceptance of this application, I agree to participate in the 2010 Kickapoo Country Fair. I have read the Food Vendor Guidelines (see next page) and will comply with the expressed requirements. Further, I understand that the organizers of this event have the right to deny or accept our organization’s participation in the event for any reason.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

PLEASE FILL OUT AND FAX (608-625-3049), E-MAIL [kcf@organicvalley.coop](mailto:kcf@organicvalley.coop), or  
MAIL TO: Kickapoo Country Fair (Checks payable to *Organic Valley*), One Organic Way, Lafarge, WI 54639

## 2010 KICKAPOO COUNTRY FAIR FOOD VENDOR GUIDELINES

- Space** All food vendor spaces are 10' wide x 20' deep. Vendors may request extra frontage space but additional fees apply and the space must be requested by 4/15/10. Unless requested on your application, you must provide your own display materials such as: tent (recommended), table(s), and chair(s). Requests for space assignments should be noted on your application form and will be honored based on availability and the date on which the application was received.
- Check-In** Exhibitors must check-in prior to set-up. Your space assignments and vendor credentials will be available at the vendor registration booth near the Welcome Tent (more details to come).
- Set-Up & Take-Down** NEW! Set-up is now FRIDAY, July 23, 2010 from 10:00am – 7:00pm. During that time your vehicles may be driven on the grounds for unloading purposes. Please be considerate of your neighboring vendors. No vehicles will be allowed on the grounds, Saturday 7/24. Take-down / move-out will be allowed after 5:00pm on Sunday July 25, 2010. Because this is a Zero Waste event, we will charge you a **\$50.00 fine** if any debris is left in your vending space, to offset the costs associated with the resource recovery of your space.
- Parking & Unloading** Adequate space is available outside of the fair grounds. You may drive your vehicle on the grounds for unloading only. All vehicles are to be removed by **7:00 pm Friday evening (7/23)** and will not be allowed back on the grounds until after **5:00 pm on Sunday (7/25).** If your vehicle is required as part of your display, you must specify this on your original application (**additional fees apply**). **NOTE: any vehicles parked on-site as part of a display must remain stationary from 7:00pm on Friday until 5:00pm on Sunday.**
- Electricity** Electricity is only available in certain areas of the fair and must be reserved prior to the **4/15/10** registration deadline. Additional fees apply.
- Staffing** **NEW!** Vendors will receive eight entry passes into the venue for your staff per 10x20 booth that you've reserved. Any further tickets needed may be purchased by 5/15/10 for half-price, otherwise full price will be charged at the entry gate. Each staff member must provide their own ticket upon entry (**NO EXCEPTIONS**) and every vendor must provide staffing (at least one adult) at all times.
- Sales** Vendors should bring an adequate amount of merchandise to last the entire fair. All vendors are responsible for their own sales transactions, including collecting and reporting sales tax. No change will be available on site.
- Security** The LaFarge Area Volunteer Fire Department will provide security on Friday and Saturday evenings. *The Kickapoo Country Fair / Organic Valley will not assume liability for damage to or loss of personal property.*
- Insurance & Licensing** Vendors assume all rights and responsibilities for the conduct of their operations including, but not limited to: obtaining liability and general coverage insurance for vendor related activities; and adhering to all local and state ordinances and regulations. The KCF/OV does not have separate vendor coverage under any insurance it may maintain.
- Weather** This is an outdoor event and goes on rain or shine. Vendors should prepare accordingly (including adequate shelter with sufficient anchorage). No rain date will be scheduled nor refund given for inclement weather.
- Camping & Lodging** Camp sites (some with hook-ups) and (coin-operated) showers are available. The LaFarge Village Park is reserved for the exclusive use of Kickapoo Country Fair vendors, exhibitors, etc. Reserving a camping space is based on a **first come-first served basis**. There is a \$20.00 camping fee per space/ per night. Additional lodging information can be found online: [www.kickapoovalley.org](http://www.kickapoovalley.org)
- Cancellation** Exhibitors canceling **on or before May 15<sup>th</sup>** will receive a full refund or may credit their fee toward the following year. No-shows or late cancellations (**after 5/15/10**) will not be refunded.

More information is available on our website: [www.kickapooountryfair.org](http://www.kickapooountryfair.org) or by calling 1-888-444-6455 x3456.