

2010 MERCHANT - RETAIL VENDOR APPLICATION

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

EARLY-BIRD DEADLINE: Registration fee (\$75.00) and all service charges due by **January 01, 2010**

STANDARD DEADLINE: Registration fee (\$100.00) and all service charges due by **April 15, 2010*****

***Program listing not guaranteed after this date!

LATE DEADLINE: Registration fee (\$150.00) 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*

***Type of goods or services to be displayed and/or sold (Please provide photographs of display and/or detailed descriptions and price ranges of items to be sold):** Merchants are defined as those who re-sell items produced by others, at a retail mark-up.

Event Hours

Saturday 7/24/10: 10:00 am – 10:00 pm

(The Town Square area vendors close at 7:00pm, but Main Stage Area vendors should remain open until 10:00pm)

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 late 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 request electricity: 20 amps, 110 v. (\$25 per circuit)
- I would like to park a vehicle or trailer in our exhibit space (\$125.00 additional fee per vehicle or trailer)
- 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)

With the acceptance of this application, I agree to participate in the 2010 Kickapoo Country Fair. I have read the attached 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, or
MAIL TO: Kickapoo Country Fair (Checks payable to *Organic Valley*), One Organic Way, La Farge, WI 54639

2010 KICKAPOO COUNTRY FAIR MERCHANT – RETAIL VENDOR GUIDELINES

- Space** All Merchant & Retail Vendor spaces are 10 ft x 10 ft. 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 on 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 four entry passes into the venue for your staff per 10x10 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 assumes no 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
- Cancellation** Exhibitors canceling **on or before May 15th** can be given a refund or can 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.kickapoovalley.org or by calling 1-888-444-6455 x3456.