



Sauk County Agricultural Society, Inc.

PO Box 467

Baraboo, WI 53913

(608) 356-8707

info@saukcountyfair.com www.saukcountyfair.com

February 01, 2018

Greetings Fair Vendors,

The Sauk County Fair is scheduled for July 09-15, 2018. We are looking forward to an exciting line up of events this year to attract even more visitors to our fair! We are continuing to upgrade our vendor display area and are pleased to invite you to join us.

Please find enclosed a Commercial / Vendor Space Request form for you to fill out and return if you would like to reserve your vendor space. All forms must be filled out completely and turned in with full payment by April 30 to guarantee your space reservation. Rates will go up after April 30.

Certificates of liability insurance are required by our insurance carrier. They **MUST** list the Sauk County Agricultural Society, Inc. as an "Additional Insured". This form must be sent to us before July 1. We also need your Wisconsin Seller's Permit numbers on the enclosed Wisconsin Department of Revenue form, even if you are only a Display vendor. Please include these completed forms with your request.

Electricity is included for each rental, up to a 30-amp service. Inside our commercial building vendors get a table and 2 chairs. Helium tanks, if used, must be secured in a stand. Outside display and food vendors may setup after 8 am on Tuesday. Vendors inside our commercial building may setup after 8 am on **Wednesday** morning. Rates are detailed on the Request form.

Display hours in the building are 10:00 AM to 9:00 PM Wednesday – Saturday, and Sunday Noon to 4 PM. The building is locked, and no entry is permitted except during display hours without permission from the office. Displays may be removed after 4 PM on Sunday or Monday morning if needed. No early removals are allowed.

Each rental vendor will receive 2 parking permits. Additional permits may be purchased at the fairgrounds office. Parking is only in the parking lot to the west of the building, not next to the building.

I look forward to seeing you at the SAUK COUNTY FAIR! If you have any questions, please give me a call at 608-356-8707 or e-mail info@saukcountyfair.com

Sincerely,

Elizabeth Cook & John Darrow
SCAS Fairgrounds Managers
Enc.