



2018 Vendor Space Application Information Commercial and/or Food Vendors

Thank you for your interest in the 2018 Upper Peninsula State Fair!

*From **August 13-19, 2018**, 80,000+ will attend the Upper Peninsula State Fair. Since 1928, the Upper Peninsula State Fair has provided a place for folks from across the nation to experience and celebrate the unique culture and heritage of Michigan's Upper Peninsula with the main purpose of encouragement of improved methods in agriculture and industrial pursuits. The "Fair" remains as unique and wonderful as the people and places found across our marvelous Peninsula.*

Since 2010, the Fair has been governed by the Upper Peninsula State Fair Authority with representatives from all fifteen counties in the Upper Peninsula and the Hannahville Indian Community. 2018 will mark the 90th anniversary of the Upper Peninsula State Fair and the 9th under the direction of the UP State Fair Authority. We would like to invite you to join us in helping all fairgoers enjoy the UPSF and its continuing tradition of showcasing the rich heritage of the Upper Peninsula.



HOW TO APPLY TO BECOME A VENDOR AT THE UPPER PENINSULA STATE FAIR

Please read the General Information section that prefaces the application, complete and submit the application form along with photos of your booth/trailer, to the address below:

VIA US Mail: DELTA COUNTY CHAMBER OF COMMERCE
ATTN: CONCESSIONS MANAGER
230 LUDINGTON STREET
ESCANABA, MI 49829

or VIA EMAIL to: info@upstatefair.org

Please include in the subject line of the email "2018 Vendor Application" and attach photos to the email.

Submitting an application will allow you to be considered for space, it does not constitute a contractual agreement between our organizations.

Please note that returning 2017 vendors will be given priority placement in 2018. New vendors accepted to the Fair through this selection process will be notified via email beginning Monday, April 6, 2018 as available space is determined. A 50% Deposit will be due upon acceptance. If you do not regularly check your email or prefer us to send information via US Mail, make sure to indicate that on your application form.

GENERAL INFORMATION

BOOTH SPACES

There are outdoor vending spaces available alongside our Midway, in front of our Ruth Butler Exhibition Building and Grandstand, and down Agricultural/Commercial Road (see map for locations). There are indoor vending spaces available in the Ruth Butler Exhibition Building and in the Miracle of Life Building. All vendor space, indoor and outdoor, is rented for the entire run of the Fair (7 days). Outdoor space is rented on a per frontage-foot basis. Indoor space is rented in 10' x 10' blocks. Costs are as follows:

Indoor space (Ruth Butler Building & Miracle of Life) 10' x 10' booth = \$420 (Rental rates include one (1) 110v electric outlet.)

Outdoor space (Rental rates include one (1) 40A service (50A outlet) and water hookup. Additional Electricity can be provided at an additional fee.)

- **Midway Center** = \$44/frontage foot (allows you to vend out of both sides of the space)
- **Midway Side** = \$40/frontage foot
- **Agricultural/Commercial** = \$28/frontage foot

PRODUCTS AND SERVICES

Anything that will be sold, distributed, or displayed must be included on this application. All items sold or given away must be pre-approved by the Fair Management and included on the contract or it will not be allowed.

FOOD AND BEVERAGE ITEMS

In addition to traditional festival fare, we would like to have a diverse array of interesting food items available - all at reasonable prices. All menu items including food and beverages sold must be pre-approved by the Fair Management and included on the contract or it will not be allowed.

NO EXCLUSIVITY OF ANY PRODUCT, SERVICE, FOOD, OR BEVERAGE HAS EVER OR WILL EVER BE GRANTED TO ANY VENDOR BY THE UP STATE FAIR AUTHORITY

INSURANCE INFORMATION

Each vendor will be required to have a current certificate of liability insurance on file with the UP State Fair Authority.

- Must be secured from companies qualified and authorized to do business in Michigan. You may secure the required insurance from any company as long as the insurance requirements are met.
- Include as additional insured - "Upper Peninsula State Fair Authority and its Management Agent".
- Copy (proof) of insurance must be provided to the Upper Peninsula State Fair.
- Vendors can secure insurance through the UP State Fair. If interested, you must request and fill out a Haas & Wilkerson application (indicate this on the application form).
- **Vendors will not be allowed to assemble their space until this requirement is satisfied.**

FAIR DATES AND VENDING HOURS

All vendors must be on site, set up and open for operation at the opening of the Fair and remain open during all operation hours. If you will be arriving earlier than the required arrival date, please make sure to let us know when you will be coming in, as additional charges may apply if you arrive more than 4 days before the start of the event.

Required arrival date: Monday, August 13, 2018

Required Hours of Operation*:

Monday, August 13, 2018	5:00 PM - 10:30 PM
Tuesday, August 14, 2018 thru Saturday, August 18, 2018	10:30 AM - 10:30 PM
Sunday, August 19, 2018	10:30 AM - 9:00 PM

*Some outdoor vendors may elect to stay open a little later to service concert attendees as they leave the Grandstand concerts. All vendors must end operation by 12:00AM when the grounds close. All vendors must be out of the Ruth Butler building by 11:00PM so the building can be locked down and secured. Vendors may return to the Ruth Butler building at 9:30AM to do any setup/restock.

Early Teardown Policy: Vendors are required to remain open until 9:00PM on the last day of the Fair as specified on the contract. Any vendor dismantling prior will forfeit their preferred location and not be considered as a returning vendor when applying for future Upper Peninsula State Fairs.

ADMISSION AND PARKING

Admission. Vendors will have a choice of receiving either 2 weekly passes or 14 daily gate passes per 10' frontage space with their paid vendor space. Vendors must indicate their preference on the Vendor Agreement; if no choice is made, 2 weekly passes will be given. Additional passes can be purchased in advance or anytime during Fair week.

Parking. Vendors will be given 2 parking passes for designated parking areas with their paid vendor space. Designated parking areas are on a first come, first serve basis. Passes must be clearly visible when entering these designated areas.

SUPPLY TRAILERS AND VEHICLES ON THE MIDWAY

Supply Trailers. If you plan on bringing a supply trailer, please indicate so on the application and provide the dimensions. If this trailer is to be part of an outdoor space it must be presentable and match with the rest of your display, otherwise it will be required to be parked in the designated parking area on the west-side of the Ruth Butler Building.

Vehicles on the Midway. For the safety of fairgoers, absolutely no vehicles will be allowed onto the Midway including golf carts, ATV's, etc., unless you receive specific written permission by the UP State Fair Authority. Vendors will be able to transport supplies to their spaces with their cars in between the hours of Midnight and 8:00AM while the Fair is closed to the public. In some cases Vendors will be able to park their vehicles behind their space and exit the fairgrounds during the day. This should be done only if absolutely necessary and with great care.

CAMPING

The campgrounds are divided into three sections: Steam & Gas, Speed Barn, and Pocket Park. Camping guidelines will be included with your "Reservation Form" which will be included with the vendor contracts if you will be camping. **Camping fee does not include entrance to the fair.** Gate passes must be purchased by every vendor and employee in the camping area that does not possess a vendor pass.

ICE DELIVERIES

Ice should be purchased only through the approved UPSF vendor located on the grounds. There will be two (2) scheduled delivery times each day. On demand ice service will be available at the fairgrounds office during business hours. Vendors can make arrangements to get on the delivery schedule by contacting the UPSF office during regular office hours (8:00AM - 4:00PM). Ice purchases will be billed to the vendors. Payment will be collected before the closing of the Fair..

ADDITIONAL ADVERTISING OPPORTUNITIES

Bench and/or Picnic table. *Outdoor concessionaires have an opportunity to have a bench and/or picnic table constructed and placed on or near their space for the convenience of fairgoers. The cost is \$300.00 which includes lettering of the concessionaire's name. Construction will be of treated lumber, lettering will be done in black color, and sprayed with a clear finish. The quality will be such that it will last for many years, be used at various other events at the fairgrounds, and will be stored for the winter. If interested, please let us know.*

Premium Book Ad. *The Premium Book is an annual publication which serves as a guide to exhibitor's classes and awards. A special section will be dedicated to vendors. The cost of a business card sized ad is \$27.00. Consider this an opportunity to promote new product, promotion, or discount coupon. More information about the Premium Book advertising is included with your contract.*

VENDOR PACKET PICKUP

Vendor packets will be prepared for vendors that have provided all necessary paperwork and paid their account balance in full. The packets will include important Vendor Information, Gate Passes, Parking Passes, and location information, as well as Daily Schedule of Fair Events. Packets can be picked up in the UPSF Office between 8:00AM and 4:00PM starting Wednesday August 8th, 2018.



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Please type or print clearly in ink as you complete this application. Please remember, this is not an agreement. **Incomplete or illegible applications may forfeit consideration.**

Section 1 - Contact Information

Name of Company: _____

Name of Owner: _____
(Name that should appear on the contract, if selected)

Name of Manager: _____
(Name of person who will run your booth at the Fair)

Mailing address: _____

City: _____ State: _____ Zip: _____

Business Phone: _____ Home Phone: _____

Cell Phone: _____ Federal/Tax ID Number: _____

Email address: _____

My preferred method to receive information from the UP State Fair: Email Letter Phone

Section 2 - Location and size of booth/space desired (see attached map for locations)

Indoor Space: Ruth Butler Building Miracle of Life Building No. of 10' x 10' blocks needed: _____

Outdoor Space: Midway Center Midway Side Agricultural/Commercial

Frontage Foot Requirements: _____ Depth of space: _____

Section 3 - Products and/or services offered

List **ALL** items to be sold, displayed and/or demonstrated and approximate corresponding prices. Gifts, novelties, and craft items must be **specifically and individually** listed. If a product is imported, list the country of origin. If approved, there is not guarantee all items requested/listed below will be approved. If you are providing a service or information, please explain what you will offer. If you need more space, please attach a separate piece of paper.

Item	Description (optional)	Approximate Price

Section 4 - Additional Information

1. Will you be camping? Yes No Preferred Location: Steam & Gas Speed Barn Pocket Park
2. Will you have a supply trailer? Yes No Dimensions (size) of supply trailer: _____
3. Are you including pictures of your booth/stand? Yes No **Please note - Photos are highly recommended.**
4. Have you been a vendor at the UPSF in the past 3 years? Yes No

If yes, describe any substantive changes to your space set-up, storage needs, equipment, etc. that we should be aware of. Be specific.

If no, complete the following:

A) Please describe the appearance of your setup (tents, signs, banners, etc.).

B) What experience do you have vending to a large crowd?

C) What makes your vending operations unique?

Section 5 - References

Please provide complete information from two recent events such as Fairs, Hobby/Trade Shows or similar events at which you have sold or demonstrated your product(s) and/or service(s).

Event 1

Name of Event: _____

Name of Contact: _____ Phone number: _____

Event 2

Name of Event: _____

Name of Contact: _____ Phone number: _____

We reserve the right to accept or reject any applicant based on the uniqueness and quality of products sold, fair experience, services offered, or the appearance of your booth/stand, and references from other fairs or shows at which you have been a vendor.

"I certify the information on this application is complete and true to the best of my knowledge. I agree to the guidelines and terms explained in this packet. I understand that this application does not guarantee me a space at the 2018 UP State Fair."

Applicant Signature _____ Date: _____

