



2024 Vendor Space Application Information Commercial and/or Food Vendors

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: _____
(Must include awnings, doors, tent steaks & hitches.)

Section 3 - Type of Exhibit

Non-Sales Exhibit: Space used for the purpose of advertisement, promotions or education.

Commercial Exhibit: Space used for the purpose of selling merchandise or services.

Concessions Exhibit: Space used to sell food and/or beverages.

Section 4 - 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.

Section 5 - Additional Information

1. Will you have a supply trailer? Yes No Dimensions (size) of supply trailer: _____

2. Are you including pictures of your booth/stand? Yes No **Please note - Photos are highly recommended.**

3. Vendor Booth Description.

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 6 - 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: _____



Acknowledgement of Understanding

Please read the following statements carefully and initial in agreement.

_____ I am prepared to meet the insurance and worker's compensation requirements, if accepted.

_____ I understand that applications without a menu, photo, booth schematic, or incomplete applications may not be considered.

_____ I understand that this application does not guarantee space at the Upper Peninsula State Fair and does not act as a contract agreement. I understand this application is neither a commitment by the applicant, nor an offer by the Upper Peninsula State Fair to rent space. I understand that payment should NOT be sent with the application.

_____ I understand only applicants chosen to participate at the Upper Peninsula State Fair will be contacted. I understand if I want a confirmation that application was received, I need to submit my application via certified mail through the United State Postal Service or equivalent.

_____ I understand the Upper Peninsula State Fair reserves the right to accept or reject any applicant based on incompleteness of application materials, space availability, the uniqueness and quality of products sold, event experience, services offered, the appearance of the booth/stand, and/or references from other fairs or shows at which the applicant has been a vendor.

_____ I have read and understand the Vendor/Concessionaire General Rules. I understand the Vendor/Concessionaire General Rules will be incorporated into each contractual agreement and is binding upon both parties, should I be invited to participate at the Upper Peninsula State Fair.

_____ I understand that if accepted as a Vendor/Concessionaire at the Upper Peninsula State Fair, my booth/stand must be open and staffed during the required operating hours for the full fair as listed in the Vendor/Concessionaire General Rules.

_____ I certify the information on this application is complete and true to the best of my knowledge.

Applicant Signature _____ *Date:* _____

Printed Name _____ *Title:* _____

Vendor Name _____

