



2020 Commercial Vendor Application Packet

Thank you for your interest in the 2020 Wisconsin State Fair! We look forward to reviewing your application and potentially working together to create one of the nation's best State Fairs

The Wisconsin State Fair has been providing access to the highest quality products and fun for more than 165 years. While we pride ourselves on maintaining a consistently high vendor retention rate, we are continuously searching for professional vendors who present new and unique commercial products or services to our Fairgoers.

This packet includes general information about the Wisconsin State Fair, rates, budget guide, and application. Please read the packet in its entirety, complete the application, and submit to the mailing address or email address printed at the bottom of the last page.

Submitting an application will allow you to be considered for space. It does not constitute a contractual agreement between our organizations. Please do not send payment at this time.

2020 Wisconsin State Fair General Information

| | |
|---------------------------------------|---|
| Dates: | August 6 - August 16, 2020 |
| Adult admission: | \$14 at the Gate* |
| Senior admission: | \$8 at the Gate* |
| Youth admission (6-11): | \$8 at the Gate* |
| Gate hours: | 8:00am-11:00pm, Sunday-Thursday 8:00am-Midnight, Friday-Saturday |
| Total attendance in 2019: | 1,130,572 |
| Average daily attendance: | 100,325 |
| Number of vendor locations: | Approximately 500 Commercial, 235 Food & Beverage, and 15 Attraction Vendor Locations |
| Entertainment & demonstration stages: | 30 |
| Website: | wistatefair.com |
| E-mail address: | vendorservices@wistatefair.com |
| Department phone number: | 414-266-7040 |
| Year-round office hours: | 8:00am-4:30pm, Monday-Friday |

*All prices subject to change without notice

General Vendor Information




Vendor Types & Definitions

At Wisconsin State Fair, commercial vendors are classified as follows:

Commercial Vendor: Informational and/or retail vendor offering a product that is enjoyed after leaving the Fair Park.

2019 Locations & Rental Rates*

The following are the different locations available at Wisconsin State Fair for commercial and informational vendors. *All rates are subject to change without notice

| Location | Description | Rate |
|---|---|---|
| Exposition Center Space Rental | | |
|  | This is Wisconsin's largest exposition hall with over 200,000 square feet of air-conditioned vendor space. | <p>\$115 per front foot</p> <p>10-foot increments, with 10 feet of depth.</p> <p>An additional \$575 per corner.</p> |
| Outside Space Rental | | |
|  | Outside space is available in a variety of configurations throughout the Fair Park. All outdoor space agreements are for the ground, as-is. | <p>\$85 per front foot</p> <p>A variety of dimensions, up to 25 feet of depth.</p> <p>Tents or any other structures are not included.</p> |
| Original Cream Puff Pavilion Space Rental | | |
|  | Home of the famous "Wisconsin State Fair Cream Puff", this building offers approximately 5,500 square feet of air-conditioned vendor space for confections and food-related products. | <p>\$95 per front foot</p> <p>10' increments, with 10 feet of depth.</p> <p>An additional \$475 per corner.</p> |

| Location | Description | Rate |
|----------|-------------|------|
|----------|-------------|------|

Central Marketplace Space Rental



Vendor booths resemble garages with full side and back walls, covered roof and concrete floors in an open-air environment surrounding the 1,500 seat Bank Mutual Amphitheater. Each has a garage door with hasps to allow vendors to lock with their own padlock.

Vendors may provide their own wall coverings and flooring.

\$950 per 9.5-foot booth with 9 feet of depth.

\$1900 per 19-foot booth with 9 feet depth.

Mile Marketplace Space Rental



Over 400 feet of open-air tented shopping is located beneath the Milwaukee Mile with a walkway that runs parallel to Grandstand Avenue.

Spaces are also available that run adjacent to the Mile Marketplace.

\$95 per front foot with 10 feet of depth.

\$105 per front foot with over 10 feet of depth.

Space rates includes tenting.

Galleria Space Rental



Located in the Big Back Yard, the Galleria features over 400 feet of open-air tented walkway.

\$95 per front foot with 10 feet of depth

\$105 per front foot with over 10 feet of depth.

Space rate includes tenting.

All vendor space, indoor or outdoor, is leased for the entire run of the Fair (11 days) on a per front-foot basis. Additional charges will be assessed for spaces that include excessive depth. Excessive depth is over 10 feet of depth for inside space and over 25 feet of depth for outside space.

Vendors of non-profit status can qualify for a reduced space rental rate by providing proof of 501(c)(3) status.

Vendor Cost and Budgeting Guide

Along with space rental rate, there may be additional costs to be considered upon vendor acceptance. Some of these additional costs can be added to the Vendor License Agreement, and some costs are handled through other departments within the Wisconsin State Fair.

Vendor License Agreement Breakdown

Space Rental: Assessed using the dimensions of the space on a per front-foot basis. For example, a 10' x 10' in the Expo at the \$115 per front foot rate would cost \$1,150 for the 11 days of the Wisconsin State Fair.

Electrical Connection: Based on the electrical needs of the vendor. Please see the Utility Order Form for rates.

Phone and Informational Technology: Wisconsin State Fair carries an unsecured, Fairgoer Only Wi-Fi that is not intended for the use by vendors. Informational technology (hardline internet) and phone services can be added to the Vendor License Agreement for the Exposition Center only. All other areas will need to contact a service provider to set up these utilities. Please see the Utility Order Form for rates.

Water & Sewer: Based on the needs of the vendor. Please see the Utility Order Form for rates.

Reserved Vendor Parking: Wisconsin State Fair offers vendors the chance to park on the grounds in two reserved areas. Permits for each of these areas include delivery privileges during non-Fair hours, as well as unlimited in and out privileges for one vehicle. Prices vary by vehicle size. Please see the Vendor Parking Order Form for rates.

Stock Trucks & Storage Vehicles: Prices vary by size and location. Please talk with the Vendor Services Department for more information and availability.

Additional Considerations not listed on Vendor License Agreement

Vendor Admission Tickets: The Wisconsin State Fair has an "all-pay" gate policy and does not issue free admission or parking. Vendors are offered discounted tickets and can take advantage of numerous promotional deals. From agreement issuance through early July, discounted admission tickets are available for \$6 per ticket, or \$66 per vendor credential (valid for all 11 days of the Fair). From mid-July through the end of the Fair, vendor admission tickets are offered at \$8 per ticket, or \$88 per vendor credential. Vendor Admission Ticket Order Forms are sent out with Vendor License Agreements upon acceptance.

General Parking/Delivery Permits: If a vendor does not wish to purchase Reserved Vendor Parking, a General Parking/Delivery Permit is available through the Ticket Office. At \$132 per permit, General Parking does not guarantee parking in a specific lot and allows for only one vehicle entrance per day. These permits also include delivery privileges during non-Fair hours.

Daily Parking: Parking may also be purchased daily for the General Parking lots at a cost of \$12 per day available for purchase at the gate. This option does not include delivery access.

Insurance: Wisconsin State Fair requires that each accepted vendor secure a General Liability policy of \$1,000,000 per each occurrence for July 20-August 20 (if you will be on the grounds later than August 20th, insurance must extend to that date). Accepted vendors may secure their own policy or may participate in a shared policy through Haas & Wilkerson (\$85 for first location). In addition, proof of worker's compensation coverage must also be provided for any vendor with paid employees (including family members). This must be secured by the vendor, as Haas & Wilkerson does not provide workers compensation coverage.

Sales Tax: All vendors must have a Wisconsin Seller's Permit and be in good standing with the Department of Revenue prior to setup or operation at Wisconsin State Fair. All sales of tangible goods in the State of Wisconsin are subject to a 5.6% sales tax or 6.1% food and expo tax pursuant to Chapter 77.52 of the Wisconsin statutes unless specifically exempted.

Please note, there may be additional considerations that are specific to a minority of vendors' needs, such as RV parking, auxiliary vehicle permits, food safety licensing, supplier and repair services, etc. All prices are subject to change at the discretion of Wisconsin State Fair Park.

Additional Information

Hours of Operation

Vendors must be open, staffed and ready to operate as follows for all eleven days of the Fair:

Sunday through Thursday

Park Opens: 8:00am

Buildings Open: 9:00am

Buildings Close: 10:00pm

Outside Vendors: Have the option to close at 10:00pm, must close at 11:00pm

Park Close: 11:00pm

Fridays and Saturdays

Park Opens: 8:00am

Buildings Open: 9:00am

Buildings Close: 10:00pm

Outside Vendors: Have the option to close at 11:00pm, must close at Midnight

Park Close: Midnight

Last Sunday of the Fair

Park Opens: 8:00am

Buildings Open: 9:00am

Buildings Close: 9:00pm

Outside Vendors: Have the option to close at 9:00pm, must close at 10:00pm

Park Close: 10:00pm

Signage

All signage used by vendors must be professionally made. This includes the required company sign, pricing signs, informational signs, and booth identification signs. ***Handwritten signs, of any type, are NOT allowed.***

Tent Requirements

The Vendor Services Department requires that all tents used by vendors during the annual Wisconsin State Fair must be of a professional grade, with either a label affixed to it indicating the tent material is flame-resistant or paper work indicating material has been treated with a flame-retardant product. Paperwork must be presented upon request. Pop-up style tents are not permitted. Vendors must contact Digger's Hotline before tents are installed. See Vendor Manual for more information.

PLEASE NOTE:

This is only a partial listing of vendor space information and guidelines. The complete Vendor Manual and other pertinent information is available on our website wistatefair.com.

Please feel free to let us know if you have any questions prior to filling out the application.

We can be reached at the following contact information:

Phone: 414-266-7040

E-mail: vendorservices@wistatefair.com

Final selections will be made by the last Friday in May. All applicants will be notified via email of their application status. If you have questions regarding the status of your application, we ask that you please contact us after June 1, 2020.

Thank you again for your interest in the 2020 Wisconsin State Fair!