

# LASALLE COUNTY FAIR & WILD HOG COOK-OFF

## VENDOR RULES

Thursday of the event is the more “local County Fair” day. Friday and Saturday are the most attended days, with each day respectively including the livestock show, cook-off set-up, the parade, cook-off contest, live entertainment, livestock and food auctions, and evening concerts. Sunday draws a very good crowd with the ever-popular Ranch Rodeo. The carnival operates Thursday through Sunday. Priority to sell in the Arts & Crafts area in the Exhibit Hall is given to individuals selling their own homemade arts and crafts, jewelry, clothing, as well as fine arts, and we may require you to provide details on your items prior to assignment. The Fair Association does not provide tables or chairs for vendors. The carnival remains at the same location at the rear of the fairgrounds. Commercial areas will be the same: near the carnival, the Legion Hall, the south edge of the arena, and the Exhibit Hall. There is electricity, water, and lighting near all outdoor commercial spaces. Indoor spaces are not provided water access.

If you would like to participate as a vendor, complete each space on the application. Various items are acceptable, including arts & crafts, food, information booths, retail sales, etc. **Be thorough when describing the items to be sold or exhibited, and please include some pictures. The LCFA reserves the right to limit the items each vendor is approved to sell.** Returning vendors will receive priority when requesting locations **but due to changes in our layout, no-one is guaranteed the same space as previous years;** please list several locations in case your first choice is unavailable.

### 1. **SPACE ASSIGNMENTS: Deadline for re-newed applications to get priority will be February 1st, no exceptions.**

All other applications are due by February 15th. Vendor spaces will be assigned by the Commercial Vendor Chairpersons on or before March 1. Priority for location is given to last years’ vendors, then to applicants in order of receipt. Late applications at that point will be accepted on a “space available” basis. Also, if you feel your space assignment has an error, you must contact the Commercial Vendor Chairpersons before March 4 or it is assumed that you have accepted your assignment as given. There will be no refunds after March 2nd. **Applications WILL NOT be accepted and spaces WILL NOT be assigned to anyone past Monday at 6 p.m. of the fair week, no exceptions.**

2. **SPACES & COST:** Fairgrounds (outdoor) spaces are \$100 per space. Exhibit Hall (indoor) spaces are \$125 per space; priority is given to Arts & Crafts in this building. Any additional electricity needs are charged as listed on the application. **All payments are due in full with application.**

3. **ELECTRICITY:** All spaces include free **limited** electricity (200 watts maximum, the equivalent of two 100 watt light bulbs). Additional electricity is available as per the listed options on the application, but your location options may be limited in reference to your electrical needs.

4. **SET-UP:** Commercial vendors must be set up no later than 11:59 p.m. on Friday of the fair; vehicles are NOT allowed on the fairgrounds on Saturday and will be towed, if necessary. **Note:** Vendors on the fairgrounds may set up and operate as early as Wednesday afternoon if desired; however, **those in the Exhibit Hall must wait until Friday morning for set-up. Valid tax ID numbers and health permits (as required) must be on display inside booths at all times.**

### 5. **HOURS OF OPERATION:**

Outside Vendors: There are no mandated hours for operations, only set-up and take-down restrictions. Outside vendors may remain open as long as desired until the close of the grounds each day. NOTE: All activities at booths *must be business related.*

Inside Vendors: The building is unlocked and locked each day for security purposes. The hours for inside vendors are (approximately) as follows: Friday 7a.m.- 7p.m., Saturday 7a.m. - 6:30p.m., Sunday 10a.m. - end of rodeo. You are not required to be open/present at all hours, but these are the hours that the building will be unlocked and accessible, and the Fair Association will not be responsible for your items at any time.

6. **TAKE-DOWN & CLEAN-UP:** Vehicles may not re-enter the fairgrounds until after 6:00 p.m. Saturday if you choose to tear-down on Saturday, and vehicles must be off grounds by 9:00 p.m. Vendor tags will allow you gate access on Sunday, but you must be mindful of pedestrians! Clean your space prior to leaving *or you may be charged \$25 for cleaning.* Anything left on the grounds after Monday becomes property of the LaSalle County Fair Association.

7. **PARKING:** Free parking for vendors is available in the parking areas east and west of the fairgrounds. (Parking is not available or allowed on the grounds!) Overnight parking is permitted in designated areas only (please see office for overnight parking information). RV parking costs \$25 per night if any electricity (30 amps max) is attached. There is no charge if electricity is not connected. Please contact us if you would like and did not receive an RV application!

8. **GATE PASSES:** One vehicle pass per space/ per RV will be issued. (Hang pass on rear view mirror) RV application must be submitted separately. Vehicles without passes cannot enter the grounds to set up. Vendors will be issued two (2) gate/person passes (wristbands) per space; the bands must be worn at all times and are not transferable (i.e., one band per person). Additional bands are \$15.00 each. Passes are good for the entire weekend; do not remove them at the end of the first day because they only fasten once. Daily admission must be paid by anyone without a pass, so it is advisable to apply early enough to insure receipt of your bands prior to arrival. If you have not received your bands by the time you begin your trip to us, please call ahead.

9. **PETS:** No pets are allowed on the grounds, service animals are permitted. Your dog is cute and sweet, we're sure, but it's also a liability! \*\*If your booth/service involves live animals, we'll visit about what your needs are.

10. Keep in mind that this show has gotten larger over the years. It's a great event for locals and visitors alike, but safety is one of our top priorities. Your booth/space **MUST** be able to withstand bad weather (wind, rain, lightning, etc.) Mother Nature doesn't care that we are having an event, and storms have happened. If your booth set up poses a safety hazard you may be asked to modify or tear down, you may not be asked back, and or you may get a lecture you don't want from your Chairpersons.

11. The Fair Association reserves the right to remove vendors without refund for any reasons that are deemed objectionable (including the set-up safety we just talked about, and also, but not limited to: fireworks, toy guns, martial arts weapons, indecent art, unauthorized items, drug paraphernalia/art, etc.), and also to prohibit any vendor which in its judgment may detract from the general character of the event. The Fair Association also reserves the right to deny applications from returning vendors in consideration of previous conduct without prior warning. Keep it clean, keep it classy, and keep your volume down. You will be warned by a Director if you're out of line, and after that warning Commercial Chairpersons are coming for you. Remember: children are everywhere, and we don't need to teach them anything inappropriate.

**11. Any violation of the rules, misconduct, or violation of instruction from a LaSalle County Fair Board Member or representative may result in your immediate removal, and/or denial of your application for the following year. We appreciate everyone's attendance and what you can bring to the show, but you have to follow the rules!**