



2023 Vendor Application Information

Commercial and/or Food Vendors

Thank you for your interest in the 2023 Upper Peninsula State Fair!

From **August 14-20, 2023**, 90,000+ 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. 2023 will mark the 14th Anniversary 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: Upper Peninsula State Fair Concessions Manager
C/O Delta Chamber of Commerce
1001 NORTH LINCOLN ROAD
ESCANABA, MI 49829

or VIA EMAIL to: info@upstatefair.org

Please include in the subject line of the email "2023 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 2022 vendors will be given priority placement in 2023. New vendors accepted to the Fair through this selection process will be notified via email beginning Monday, May 15th, 2023 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 = \$550 (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** = \$55/frontage foot (allows you to vend out of both sides of the space)
- **Midway Side** = \$50/frontage foot
- **Agricultural/Commercial** = \$35/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 WILL 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 by Friday, August 11th.
- Vendors can secure insurance through the UP State Fair. If interested, you must request and fill out an insurance application (indicate this on the application form).
- **Vendors will not be allowed to assemble their space until this requirement is satisfied.**

SAFETY PROTOCOL

All outdoor vendors are required to have a fire extinguisher at their booth.

CAMPING

The campgrounds are divided into four sections: Steam & Gas, Speed Barn, North Coast 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. **CAMPING IS NOT PERMITTED WITHIN VENDOR SPACE/UNIT.**

INTERNET ACCESS

Wireless Internet will be available to vendors during the week of the fair for a reasonable fee. Connect with Vendor Coordinator onsite for pricing and access information

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.

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 14, 2023

Required hours of operation*:

Monday, August 14	5:00pm — 10:30pm
Tuesday, August 15 — Saturday, August 19	10:30am — 10:30pm
Sunday, August 20	10:30am — 9:00pm

**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.*

All vendor property must be removed from the UP State Fairgrounds by 5:00pm on Tuesday, August 22nd.

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 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. Stock Trailer parking fee is \$30.00

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.

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. 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. To know the cost of a business card sized ad, please refer to the advertising rate within this packet. 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 Advertising Benefits: Radio Results Network is the sponsor of our UP State Fair Media Center during fair week. Thanks to this partnership, we have an additional advertising opportunity specifically for our vendors which offers 50 free commercials with purchase of 50. Consider this an opportunity to promote new product, promotion or discount coupon on Upper Michigan's Largest Media Network. For more information please refer to the certificate rate within this packet.

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 10:00AM and 4:00PM starting Wednesday August 9th, 2023.

UP STATE FAIR PROPERTY

Inventories of merchandise, goods and supplies must be stored neatly out of the sight of Fair patrons. Maintenance and clean-up of the concession or exhibit booth/space during the Fair is the responsibility of the Concessionaire/Exhibitor. Concessionaire/Exhibitor is responsible for removing all packing materials, bulk trash and other refuse from the booth/space to the nearest trash dumpster. DO NOT ask UP State Fair staff to clean your booth/space or remove your trash. Upon leaving, all refuse must be placed in a trash dumpster.

SET UP AND TAKE DOWN

Booths and Structures Inside building space: *All property must be removed from the fairgrounds by Tuesday, August 22, 2023. the UP State Fair is **NOT** liable for any items left on fairgrounds.*

Outdoor Vendors, Booths and Structures Inside building space (Ruth Butler Exhibition and Miracle of Life Pavilion): *All property must be removed from the fairgrounds by Tuesday, August 22, 2023. The UP State Fair is **NOT** liable for any items left on the fairgrounds.*

IDEMNIFICATION

Lessee shall waive any claims against the Fair for liability arising out of any damage done to their concession, exhibit, products or property from any cause. The risk of loss occasioned by all of the operations, installations, acts, errors and omissions of the lessee or the employees and agents of the lessee on the Fairgrounds shall be that of the lessee, not the Fair. Lessee shall not seek contributions, damages or indemnification from the Fair for any loss so occasioned.

SHOWCASES MUST BE IN GOOD REPAIR

Showcases must be in good repair. All tables and counters must be clean and neatly covered and draped or finished on all sides exposed to the public. Carpeting placed in booths must be clean, taped down on all edges and must not exceed the lessee's booth size

SIGNS AND ADVERTISING

No gummed or adhesive backed labels, stickers or signs are allowed to be placed on fairgrounds property. The use of hand lettered or felt marker signs is not allowed. (Print signs are available for a fee, contact the fair office for more information.)



2023 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: _____ <small>(Name that should appear on the contract, if selected)</small>		
Name of Manager: _____ <small>(Name of person who will run your booth at the Fair)</small>		
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 <input type="checkbox"/> Letter <input type="checkbox"/> Phone <input type="checkbox"/>		

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

Indoor Space:	Ruth Butler Building <input type="checkbox"/>	Miracle of Life Building <input type="checkbox"/>
No. of 10' x 10' blocks needed: _____		
Outdoor Space:	Midway Center <input type="checkbox"/>	Midway Side <input type="checkbox"/> Agricultural/Commercial <input type="checkbox"/>
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 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. 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 2023 UP State Fair."

Applicant Signature _____ Date: _____

