



CONCESSIONS & EXHIBITS INFORMATION MANUAL



www.sjcgrfair.com



Exhibits and Concessions Information Manual

St. Joseph County Grange Fair

September 15 – 21, 2024

PO Box 578

Centreville, MI 49032

Phone: 269.467.8935

Email: cyunker@sicgfair.com

Coming to the Fair this year:

2024 Commercial Exhibit Awards

Have the nicest looking exhibit at the fair!

Divisions are:

1. Outdoor Vendors
2. Indoor Vendors
3. Food

Food Frenzy Competition

Concessionaires, this is for you!

See page 18 for registration form.

Sunday Sept 22

Midway will stay open, free admission for our guests and fireworks sponsored by: Skerbeck Entertainment at dusk.

Vendors are welcome to stay at no additional cost.

See Page 15 for more information or contact the Fair Office.

Important Information

Contacts

Fair Office: 269-467-8935

Manager: x2000 office or cyunker@sjcgfair.com

Security: x1911

Financial Administration: x1040 or accounting@sjcgfair.com

Emergency: Please dial 911

Commercial Barn Hours

Sunday Sept 15 – Saturday Sept 21 10am – 10pm

Optional: Sunday Sept 22 1p – 8p

Outdoor Vendor Hours

Sunday Sept 15 – Saturday Sept 21 10am – 10pm

Optional: Sunday Sept 22 1p – 8p

Food/Midway Hours*

Sunday Sept 15 – Saturday Sept 21 10am – 10pm

Optional: Sunday Sept 22 1p – 8p

Gate Hours

M86: 8a – 10p

Nottawa Drive Through: 24 Hours

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Welcome!

We are so excited to partner with you during the 2024 St. Joseph County Grange Fair! We are looking forward to an exciting Fair and will be introducing some new marketing opportunities to you this year.

The purpose of this manual is to provide you with the information you need to be a part of the 2024 St Joseph County Grange Fair. We ask that you sign your vendor contract and send payment per the date listed on the contract. By signing this contract, you are stating that you and your staff (or representatives) have read this manual and will abide by all rules and regulations. Future renewals are dependent on adherence to these rules.

Please be advised that **only** items listed on your contract can be sold or promoted. Any changes must be requested in writing or emailed to cyunker@sjcgfair.com by July 1, 2024 and receive written approval by the St Joseph County Grange Fair. If a product has not been approved, it cannot be sold. Please note, SJCGF does not grant exclusivity to any commercial exhibitor or concessionaire for any product or service. Inspections will be performed during the Fair to ensure no other items are being sold.

We, at the St Joseph County Grange Fair, always appreciate receiving any suggestions and/or ideas that you may have to help improve or show. We hope your experience at the Fair is a pleasant one! If you have any questions or comments, please contact us at cyunker@sjcgfair.com.

Have a wonderful 2024 Fair!!



2024 Vendor Deadlines

February	Renewal Contracts sent to Qualifying Vendors by February 16, 2024.
May	Contracts due back by May 1, 2024.
July	July 1: February contracts sent, invoices due
August	August 1: Unpaid invoices – spaces could be resold. No refunds after this date. August 1: Certificates of Insurance due to office. August 1: Food Frenzy Applications due.
September	September 9: Vendor packet pick-up starts. Set-Up Times: See page 15 Electric Inspections: Ongoing, please have cords tagged. Food Inspections: MDARD regulated Fair: Sept 15 – 21 Optional 2 nd Sunday: Sept 22 Tear-Down Times: See page 15
October	21 st : Survey Forms Due

St Joseph County Grange Fair management reserves the final and absolute right to interpret these rules and regulations, settle all matters, answer questions and differences incident to the St Joseph Co Grange Fair and/or the management. It further reserves the right to determine unforeseen matters not covered by these rules. Violation of any of the terms and conditions of a space rental contract, printed rules, and regulations and/or exhibitor manual may cause the full amount of space rental to become due and cause a revocation and forfeiture of all rights and privileges therein granted to Licensee, in which case all sums paid or licensed to be paid shall become the property of the St Joseph County Grange Fair as liquidated damages for said breach.

IT IS YOUR RESPONSIBILITY, AS WELL AS YOUR STAFF, REPRESENTATIVES, AND/OR VOLUNTEERS, TO BE KNOWLEDGEABLE OF THESE RULES AND REGULATIONS, WHICH ARE A PART OF YOUR VENDOR CONTRACT. IF THESE RULES ARE NOT FOLLOWED, YOUR CONTRACT WILL NOT BE RENEWED.

To fulfill the objectives of the St Joseph Co Grange Fair, the following rules and regulations have been put into effect. Please read carefully.

RULES & REGULATIONS

1. Every person or organization doing business on the Fairgrounds must have a signed contract. Vendors are prohibited from assigning, subletting, or transferring a space that has been allotted to them, nor shall they sell any product that has not been listed on the contract and/or approved by the Fair management. The management reserves the right to cancel at any time for reasonable cause all contracts made with the Vendors or others.
2. All Vendors will be required to make a deposit at the time the contract is signed. The balance must be paid on or before the deadline as found in the contract. All privileges not paid according to the contract specifications will be considered invalid.
3. Each Vendor must stay within the space assigned to them. The distribution of handbills or other advertising matter is strictly prohibited, and no tacking or posting of advertising bills, cards, etc., will be permitted on any of the buildings, or elsewhere. Vendors may advertise and distribute from their booth or exhibit only. Walk around solicitors are prohibited. Failure to comply will be subject to forfeiture of the privilege without reimbursement.
4. The management of the St Joseph Co Grange Fair will use every precaution to guard against extortion in any form practiced upon the patrons of the Fair. Any extortion practiced by a Vendor will cause the forfeiture of fees paid or expulsion from the grounds, or both, as the management may direct.
5. The management of the St Joseph Co Grange Fair authorizes the letting of only such privileges or concessions as are required to supply the necessary wants of the people or that may add to their comfort, convenience and pleasure; but under no circumstances will privileges of a questionable nature or of a demoralizing tendency be let or in any manner tolerated upon the grounds, or in the building, nor will any privileges be permitted where the business is conducted in other than a legitimate manner.
6. All dining halls, lunch booths, refreshment pavilions or other stands must be substantial in structure and neat in appearance. The Fair management will not tolerate unnecessary obstacles in or around stands that would otherwise deter consumers. The Fair will be inspecting your site and will determine contract renewal.
7. Food Vendors must be supplied with and sell only wholesome food and pure, honest goods at reasonable prices. All Vendors must comply with the Department of Health and/or MDARD requirements. There must be a fire extinguisher in each booth.

8. All ground leases or space licenses, unless otherwise specified, will expire with the close of the Fair each year and all buildings, displays, frames and equipment must be removed by September 27, 2024 (unless prior authorization by Fair management given) otherwise, they will become the property of the St Joseph Co Grange Fair Association.
9. Beginning on the opening day of the Fair, each Licensee shall keep posted in a conspicuous manner at the front or entrance to his place of business throughout the period at the Fair a neatly PRINTED OR PAINTED SIGN, plainly readable at 30 feet, showing prices of meals, lunches, articles of food and drink, or products to be sold, and services performed under the contract. Vendors shall comply with the requirements of the health inspectors and supply proper anti-siphon devices for their water hookups.
10. Vendors must keep their spaces in a sanitary condition by removing therefrom any filth and refuse, placing the same in garbage containers, and all containers must be placed where employees of the Fair may get to them with ease. All empty packing cases and cans must be removed from place of business and not left on walk, street or by the stand.
11. Vendors must not throw away any refuse or empty any water or other fluids (grease) on the ground or in the streets and gutters. The first violation of this rule may cause concessions to be closed and forfeiture of all fees paid and non-renewal of contract in the future.
12. Vendors and their help must be neat and tidy in their dress. Persons found working at any concession not conforming to this rule may cause such stand to be closed and forfeiture of all fees paid and non-renewal of future contract.
13. No director or employee of the Fair shall have any concession or privilege, or any interest or connection directly or indirectly with any Vendor pertaining to the Fair.
14. All deliveries by vehicle of food, soft drink or other articles of merchandise must be made prior to 10:00 AM any day of the Fair, except in the case of emergency. The management may authorize other deliveries. All vehicles and persons delivering merchandise must purchase tickets, unless approved by Fair management.
15. A violation of any of the terms and stipulations of the concession contract shall cause the full amount of the license to become due and work a revocation and forfeiture of all rights and privileges there in granted to lessees in which event all sums paid or licensed to be paid become the property of the lessor as liquidated damages for said breach. The lessor shall have a lien upon all property being kept, used, or situated upon leased premises on the Fairgrounds, whether such property is exempt or not, for any unpaid rents, and any damages sustained by breach of license by said lessee. The lessor shall have the right to retain such property and appropriate said property to the use of said lessor to satisfy all claims.
16. The use of a loudspeaker, amplifier, radio, or other sound device must be regulated. The privilege will be revoked should the noise level become too loud, and complaints received.
17. All food/items sold are subject to the approval by management. No food/items may be given away unless approved by management.
18. If we receive an NSF check or the like from Vendor, the Fair shall revoke the privilege license and no consideration will be given for space renewal.
19. The Fair may release Vendor's name, address and phone number to other interested parties, fairs, or festivals.

20. *Animals/pets are not allowed in/on Midway, commercial vendor areas, in the commercial buildings, or as part of an exhibit, excluding livestock exhibits. Service animals specifically trained to aid a person with a disability are allowed. Emotional support animals are NOT considered service animals.*

Animals/pets are permitted in camping areas only!

INDEMNIFICATION

Hold Harmless/Indemnification: Vendor shall be solely responsible for any and all injuries to persons or damages of property or any other injury, claim, damage or loss of whatever nature, arising directly or indirectly from having a Vendor space at the Annual St Joseph County Grange Fair. Vendor shall INDEMNIFY, SAVE AND HOLD HARMLESS the St Joseph County Grange Fair and its employees, agents and volunteers from and against all liability, loss, damages, claims, cost and expenses (including attorney fees) arising out of injury to person or damages to property or any other injury, claim, damage, loss, cost or expense arising from having Vendor space at the annual St Joseph County Grange Fair.

RELATIONSHIP OF PARTIES

Nothing contained in this lease shall be deemed to constitute nor be construed nor implied to create the relationship of principal and agent, partnership, joint venture, or any other relationship between the parties hereto, other than relationship of lessor and lessee.

INSURANCE AGREEMENT

Licensee shall secure and keep in force during the term of this agreement:

1. Product liability
2. Commercial general liability
3. Automobile liability and
4. Worker's Compensation insurance covering the Licensee for any and all claims of any nature, including all costs, expenses and attorney's fees, which may in any manner arise out of or result from conduct, errors, acts or omissions relating to this agreement. The minimum limits of liability required are One Million Dollars (\$1,000,000) per occurrence for product and commercial general liability, and statutory limits for automobile liability coverage and Worker's Compensation.

INSURANCE REQUIREMENTS

Licensees must submit a certificate of general liability insurance to the Fair office by August 15, 2024. Failure to send an accurate certificate will prevent you from participating in the Fair. All certificates will be verified by the St Joseph Co Grange Fair staff. Fraudulent insurance certificates will result in the forfeiture of the contract without reimbursement.

Incomplete and/or incorrect insurance certificates will be sent back for correction.

Your agent must include the following information on the insurance certificate: (See example on page 10)

- Insured for \$1,000,000 general liability
- The Certificate Holder MUST be listed as Additional Insured to include setup and teardown
- 20-day cancellation notice
- Certificate holder: St Joseph County Grange Fair Association, 316 E Charlotte, PO Box 316, Centreville MI 49032

Certificates can be emailed, mailed, or faxed by your agent to the following address:

St Joseph County Grange Fair

PO Box 578

Centreville, MI 49032

Fax:

Email: cyunker@sjcgfair.com

Failure to obtain insurance shall immediately void the contract, cause forfeiture of all monies paid, and allow the St Joseph Co Grange Fair to re-sell spaces after August 1, 2024.

If you do not have insurance, you can purchase exhibitor (liability) insurance from an agent working with the State Fair (some exclusions apply). To purchase insurance, fill select that option on your contract and/or notify the fair office as soon as possible.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: PHONE (A/C, No, Ext): E-MAIL ADDRESS:	FAX (A/C, No):
INSURED YOUR VENDOR or RENTER	INSURER(S) AFFORDING COVERAGE	
	INSURER A:	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
INSURER F:		NAIC #

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR TYPE	TYPE OF INSURANCE	ADOL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC		X		CURRENT	CURRENT	EACH OCCURRENCE \$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence) \$
							MED EXP (Any one person) \$
							PERSONAL & ADV INJURY \$
							GENERAL AGGREGATE \$ 1,000,000
							PRODUCTS - COMP/OP AGG \$ 1,000,000
							\$
AUTOMOBILE LIABILITY	ANY AUTO OWNED AUTOS ONLY HIRED AUTOS ONLY SCHEDULED AUTOS NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
UMBRELLA LIAB	OCCUR						EACH OCCURRENCE \$
EXCESS LIAB	CLAIMS-MADE						AGGREGATE \$
							\$
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	Y/N						PER STATUTE OTHER
ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y						E.L. EACH ACCIDENT \$
If yes, describe under DESCRIPTION OF OPERATIONS below	NTA						E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

YOUR EVENT IS NAMED AS ADDITIONAL INSURED ON THIS POLICY

**CERTIFICATE HOLDER****CANCELLATION**

St Joseph County Grange Fair Assoc
316 E Charlotte
Centreville, MI 49032

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

CONDUCT

Vendors shall refrain from communicating negative comments concerning the St Joseph Co Grange Fair, other exhibitors or their products, services, or information. Vendors persistently interfering with the operation of another vendor of the St Joseph County Grange Fair after being notified, is subject to removal from the Fairgrounds. Negative attitudes, excessive unfounded complaining, impolite, foul, or abusive language or conduct, etc. are not welcome and will not be tolerated. Persons working for any Vendor are considered the employee of that vendor. Vendors are responsible for the acts, errors, omissions, representations, appearance, conduct, and behavior of their employees.

SOLICITING

No person, parties or organization shall distribute any kind of literature, other than from a paid concession location. Advertising or promoting any product or service at any location on the Fairgrounds, other than your contracted site is prohibited.

VENDOR PACKETS

Vendor packets may be picked up at the Fair Office beginning September 9, 2024. Packets include; passes, survey information, camping information, important contacts, and other helpful information. Each vendor will receive one packet, regardless of how many locations are contracted. Packets must be picked up before exhibit set-up.

ALL CONTRACTS MUST BE SIGNED WITH PAYMENT AND INSURANCE PRIOR TO RECEIVING PACKET.

ADMISSION

All vendors will receive two (2) complementary all-week gate admission passes and seven (7) day passes.

New for 2024 – passes will not be “exchanged”.

If you need additional passes for staff, you can purchase at discounted rates below.

Discounted Rates for Additional Passes: All Week Pass: \$50.00: One Day Pass: \$7.00

PARKING

Parking is free at the Fair, however, trailer parking is very limited. Please see updated maps, located in this manual, for directions to which lot may be closest to your location.

All vehicles must be parked and not in midway or vendor area by 10:00am or it will be towed at owners expense.

NO PARKING IN YOUR EXHIBIT AREA, NO VEHICLES TO BE DRIVEN IN VENDOR AREAS AFTER 10:00AM.

SECURITY

All St Joseph Co Grange Fair security personnel have been given copies of our Security Rules and Regulations and they are expected to enforce them. Anyone entering the grounds must have either daily gate admission or a week-long gate pass. Security has also been instructed to tow improperly parked vehicles. They have the authority to stop vehicles from entering after 10:00am and before 10:00pm. Please notify your suppliers and workers. These people do not know vendors or how important you are to us; they are just doing their job, as instructed by the St Joseph Co Grange Fair staff/directors.

Camping:

\$270.00 for 14 days of camping in the Vendor Campground.

All additional days will be charged at \$30.00 a day.

No fire pits, grey water drainage or using more than 1 outlet for electric, power to camper ONLY. Additional outlets will be charged \$150 per outlet used and subject to non-renewal if not paid before leaving fairgrounds.

GOLF CARTS

Golf carts may not be operated by anyone on the grounds unless there is a license purchased. Only those approved will be allowed to use golf carts during the Fair. There will be a permit fee of \$75.00 for such use. Permits are limited. Permit must be attached to the golf cart where it can be seen. You must have a valid driver's license to purchase a permit and operate golf carts. Use of said vehicles by unlicensed drivers is strictly prohibited.

The St Joseph Co Grange Fair will require that such users agree to name the St Joseph Co Grange Fair as additional insured and furnish proof (certificate of insurance) of comprehensive general liability insurance in the amount of \$1,000,000 per occurrence and \$1,000,000 annual aggregate combined single limit for bodily injury and property damage liability.

Certificate of insurance naming the St Joseph Co Grange Fair as additional insured must be furnished before permit will be issued.

INTERNET SERVICE

If pre-purchased, it will be a discounted rate of \$75 for 10-day access. Each pre-paid vendor will receive a personalized code upon check-in. This code will be good for up to 3 devices only. Vendors using "Square" or other POS devices, may need direct connection through the Fair's IT Dept. If you cannot connect using a "code" please contact the Fair office to submit a work order.

MAILING SERVICE

For vendors needing to mail products via USPS, FedEx or UPS during the Fair, the Fair staff will not sign for shipped packages prior to or during the Fair - NO EXCEPTIONS. There is no direct mail delivery to the Fairgrounds, as there is no shipping/receiving department on the grounds. Mail, not including boxes, is picked up at the Post Office by Fair staff and brought to the Fair Office. If mail is not addressed appropriately, it will be considered undeliverable and returned to sender by the carrier. Vendors who are receiving freight or deliveries must be on grounds to meet, sign and receive the shipment from the provider. No exceptions. Failure to follow these addressing guidelines may result in refusal or failure of delivery.

All mail must be addressed as follows:

Exhibitor Booth Name (business name MUST match contract)

c/o St Joseph Co Grange Fair Exhibitor Location & Booth Number (Commercial building OR Outdoor booth number)

316 E Charlotte

PO Box 578

Centreville, MI 49032

Your Phone Number (cell phone preferred)

LIVE MEDIA REMOTES

If Vendors plan to have any live media remotes from their exhibit, please let the media station know that they must have the times and location approved by the Fair Office through management. Live media remotes are great, and we highly recommend them, but we want to avoid traffic congestion. Having the stations verify with Fair management us will eliminate any hassles or problems that could occur.

INDOOR EXHIBIT SPACE

Spaces are available in 10' X 10' sizes; prices are as follows:
10x10: \$300 10x20: \$600 10x30: \$875 10x40: \$1150.00 10x50: \$1425

All spaces may be extended by renting spaces adjacent to the locations, if available. Fees includes (1) basic electric outlet (600 Watts, 120v, single-phase). If more electricity is needed, please contact the Fair office for availability. The operation of heaters on premises is prohibited. The Fair controls the use of lights, fans, cooling devices, motors, suction machines, and the like.

Tables/chairs are not included with space but licensee may rent from the Fair (See order form on page 19 for work order form/rental information).

Doors will be unlocked by the Superintendent each morning at 9:15am for Vendor access only, doors will remain closed until 10:00am. A member of security will be monitoring the barns during 9:15am – 10:00am.

At the end of each night, each commercial building Superintendent will lock the doors promptly at 10:00pm. Please have all your business done as close to 10:00pm as possible. Non-compliant Vendors to barn closing times will not have a contract renewed following year. No one will be allowed to enter the building after the Superintendent locks the building for the day, no exceptions.

OUTDOOR EXHIBIT SPACE

Outdoor exhibit space varies by location and size. Contact the Fair office for more information.

Tents will be charged according to the Tent Rental Companies' current rental rates. If renting a tent, it will be vendor's responsibility to make sure all stakes are covered (we recommend a cut-off pool noodle or flowers/straw bales to protect). Staking, drilling, or boring of any kind into pavement, cement, or dirt is not permitted (unless prior approval). Damage done to St Joseph Co Grange Assoc. Fair property will result removal from the fairgrounds and non-renewal.

STAKING INTO PAVEMENT, CEMENT, OR DIRT IS PROHIBITED.

General illumination of the interior of the buildings and such electricity as may be needed in the demonstration of the exhibitor's products, shall be furnished by the Fair without charge to the exhibitor; but in all instances of special uses of electricity as for electric signs, spot lights, projectors, and the like, the exhibitor shall pay an added charge on or before last day of fair, according to a standard schedule of electrical rates, a copy of which will be furnished by the Fair office.

Tenants must furnish special and additional electrical connections for operation of lamps, motors, signs, etc. A licensed electrician designated by the Fair management will be in attendance on the grounds before, during and after fair week with whom the Tenant must plan for necessary expert service at Tenant's expense. Extension cords may be needed to reach the nearest power source, so please plan accordingly.

The operation of heaters on premises is prohibited.

FOOD VENDORS – LICENSING

It is your responsibility to register with MDARD for all information regarding the fair licensing and the inspection process. Please refer to the information at the following link: <https://www.michigan.gov/mdard/licensing/food/countyfairs>

Zone Pricing

- Zone 1 \$1200.00** - Eastside of Grandstand
(Midway Lane, Center Lane and the Westend of 4-H Lane)
- Zone 2 \$1100.00** - Westside of Grandstands
(Midway Lane to the Franklin St Walk-in Gate)
- Zone 3 \$1200.00** - North of the 4-H Barn #44
(Between 4-H Lane and Machinery Street)
- Zone 4 \$1300.00** - Exhibitor Lane - North
(Between 4-H Lane and Midway Lane)
- Zone 5 \$1300.00** - Exhibitor Lane – South
(Between Midway Lane and Circle Lane)
- Zone 9 \$1200.00** - Ride Area North
(Center Lane, 4-H lane, Machinery Street, and Denton Lane)

SET UP AND TEAR DOWN

Vendors will not be allowed to pick up Vendor packets or set-up on the Fairgrounds until all required paperwork and payment has been properly handled, such as:

- Insurance (must meet requirements on pages 9-11)
 - Payment in full
 - Signed Privilege License

NO EXCEPTIONS WILL BE MADE FOR SET UP/TEAR DOWN TIMES.
Vendors must be set up by 10am on Sunday September 15, 2024.

Commercial Barn Hours: Set Up: Thurs Sept 12 – Sat Sept 14 8a – 8p

Outdoor Vendor Hours: Set Up: Mon September 9 – Saturday Sept 14, 2024 @ 8am – 8p

Food/Midway Hours: Set Up: Mon September 9 @ 8am – 8p

*No security prior to Sunday Sept 15, 2024

Tear Down: will be opened for vehicles/trailers when Fairgrounds are cleared safe. Be patient!

Commercial Barns open for tear down:

Saturday, Sept 21st after 11 pm to Sunday Sept 22 @ 1am

Sunday, Sept 22nd from 8am – 11am

Sept 23rd – Sept 27th 8a – 4p

Sunday, September 22

This will be an optional day; Midway will be open and it will be free admission to our community.

We will host a free grandstand concert and fireworks at dusk.

All Vendors that wish to leave (or have to leave) must be finished moving out by 11am on Sunday September 22. There will be security, but unattended booths in merchant barns should have all valuable items removed prior to 11am if you do not plan to be in your booth.

The “Fair” will be open from 1p – 8p on Sept 22, 2024.

BOUNDARIES

Outdoor: Exhibit spaces will be marked with paint on the ground. No exhibit or structure is to exceed these boundaries, including tent stakes. The Fair has full control of all traffic flows in walk-ways. No “sandwich boards” or signage in walk-ways.

The overhang/overhead allowance is limited to 3 feet, not to cross into walkways! You will be asked to move.

Please ask the Fair Manager for confirmation prior to setting up.

ELECTRIC WIRING CONCESSIONS

1. Licensees needing electrical work may hire any certified licensed electrician to work on their personal property only.
2. Each Licensee must use an electrician contracted by the Fair for any electrical work involving Fair property.
3. Licensees may not wire directly into electrical distribution panels but must use the outlets provided.
4. Licensees must provide one adequately sized and properly fused flexible cord to each stand.
5. A fusible disconnect is required within the stand.
6. Electrical equipment installed outdoors must be weatherproof.
7. All cables must be in good condition and in continuous length with approved outdoor cord connectors.
8. All electrical equipment must be effectively grounded.
9. An inspection will be done at the beginning of the fair and your electrical tag must be applied upon set-up.
11. Each exhibit having minor code violations will be issued a correction order with instructions to correct the same.
12. The electrical inspector (Fair Electrician) is empowered to write a correction order for immediate compliance should the inspector find a condition dangerous to life and property.

REPRESENTATION

- Promotional items may be used in an exhibit space only upon approval by Fair Management, however, no food or beverages may be sold or given away without prior written approval.
- All exhibits must be properly staffed and fully operational during operating hours.
- Licensees and their staff must be kind, friendly, helpful, as well as neat and clean in their hygiene and dress always.
- Exhibits must be open to the public for the full period of the Fair, unless specific permission by the Fair is granted for early departure.

DISPLAY

Exhibits must be professional, well-designed, functional, well-lit, and easily accessible with the ability to navigate through and/or around the exhibit smoothly. All signs, including menu boards, must be professional, legible, and eye-catching. Tables, displays, and all items within the exhibit must be clean and tidy. Products/services should be presented in a professional and businesslike manner. All excess merchandise or other products must be neatly stored out of public view. Vendors must upkeep their exhibits to be professional, attractive, and eye-catching. Bright, colorful and artistic designs, signs, and displays are encouraged. Failure to meet appearance requirements may result in non-renewal.

QUALITY OF PRODUCTS/SERVICES

The St Joseph Co Grange Fair continually evaluates returning and new vendors, including the quality of products/services they offer. We strive to provide our fairgoers with a diverse selection of popular, high-quality products. Exhibits must offer reputable, family-friendly, exciting products/services. Non-compliance with these standards may lead to non-renewal.

ST JOSEPH CO GRANGE FAIR ASSOCIATION PROPERTY

Vendors may not move, damage, or destruct benches, picnic tables, trash receptacles, signage, or anything placed by the St Joseph Co Grange Fair for public use. No staking, drilling, or boring of any nature into pavement, cement, or dirt is allowed. The movement or damaging of trees, shrubbery, flowers, grass, other vegetation, or decor is prohibited. Immediate removal from the Fairgrounds and non-renewal will be enforced.

SANITATION & CLEAN-UP

Licensees are responsible for keeping their exhibit, all items within the exhibit, and the area immediately surrounding the exhibit clean, tidy, and in sanitary condition always. All excess products must be neatly stored out of public view. Boxes must be broken down, flattened, and placed in dumpsters located throughout the Fairgrounds. It is expected that all spaces be left clean, free of debris (including grease), and without damage when vacated. This goes for both indoor and outdoor spaces. THE USE OF FAIRGOER TRASH RECEPTACLES BY VENDORS IS STRICTLY FORBIDDEN.

PETS

Animals/pets are not permitted in/on Midway, commercial vendor areas, in the commercial buildings, or as part of an exhibit, excluding livestock exhibits. Service animals specifically trained to aid a person with a disability are permitted. Emotional support animals are NOT considered service animals. **Animals/pets are permitted in camping areas only!**

WEATHER

In the event of rain or inclement weather, outside vendors may cover and protect their merchandise but must continue to staff their exhibit, unless severe weather requires moving indoors for protection. After weather passes, all protective coverings must be removed and business must resume for the remaining hours of operation, unless told otherwise by Fair management. Public safety is the number one concern for the St Joseph Co Grange Fair. Fair management, weather officials, and law enforcement will make decisions regarding extreme weather conditions and inform all vendors and fairgoers of updates as they occur. Follow St Joseph Co Grange Fair on social media and sjcgfair.com for up-to-date weather information throughout the Fair.

ENTIRE AGREEMENT

1. This contract sets forth the entire agreement between the parties.
2. All prior conversations or writings between the parties hereto or their representatives are not to be considered part of this Agreement.
3. This Lease shall not be modified except in writing by all parties, nor may this Lease be canceled by Licensee, or the Demise Premises surrendered except with the written express authorization of the State Fair. Licensee hereby expressly waive all claims with respect thereto and acknowledge that Licensees are not relying on any such warranty, representation, or agreement by State Fair either as a matter of inducement in entering this Lease or as a condition of this Lease or as a covenant by the State Fair, unless such warranty, representation or agreement is expressly herein set forth in this Agreement.

If you have any questions or concerns, please feel free to call the St Joseph Co Grange Fair office at (269) 467-8935.

Food Frenzy

St Joseph County Grange Fair

Application



Vendor Name: _____

Location (refer to contract): _____

Email: _____

Name of Entry: _____

Description of Entry: _____

Select Category:

☐ Tasty Temptation

☐ Sugary Sensation

☐ Lavish Libation (drinkable)

- Judging will be Tuesday September 17, 2024 from 1pm – 3pm. Judges will be wearing a badge to identify themselves.
 - Judges will score on: Visual appeal, taste, creativity, originality and overall impression.
- Vendors will present their overall entry to the judges then portion into sample sizes for the judges.
- 1st place winner in each category will be chosen and awarded a banner to display as well as bragging rights; additional awards may be available.
 - No fee to enter.

Return to:

Christina Yunker

316 E Charlotte, Centreville, MI 49032 or

cyunker@sjcgfair.com

By: August 1, 2024

Fair Week - Work Order Form

Please complete all necessary information regarding this work order request:

Contact Name: _____ Phone: _____

Tables: Qty: _____ Location: _____ \$20/ea Rent Paid: _____

Chairs: Qty: _____ Location: _____ \$5/ea Rent Paid: _____

Internet: ☐ No service ☐ Difficulty connecting with POS ☐ Other: _____

Location: Vendor: _____ Campsite: _____

Have you paid for internet: Yes _____ No _____

Electric VENDORS: ☐ No Power ☐ Plug Exchange if possible ☐ Other: _____

Location: _____

Water/Bathroom: ☐ Leak ☐ Toilet Plugged ☐ Other: _____

Location: Bathroom _____ Campsite: _____

Electric CAMPING: ☐ No Power ☐ Other: _____

Location: Campground: _____ Row: _____ Site: _____

Please note that all requests are done in order of priority.

Please be patient as we will get to everyone!

Office Use Only:

Taken by: _____ Date: _____ Time: _____

Assigned to: _____ Date: _____ Time: _____

Completed: Date: _____ Time: _____

Please keep on file in maintenance shop or office.