



# CONCESSIONS & EXHIBITS INFORMATION MANUAL



[www.sjcgfair.com](http://www.sjcgfair.com)

# Exhibits and Concessions Information Manual

St. Joseph County Grange Fair

September 14 - 20, 2025

PO Box 578

Centreville, MI 49032

Phone: 269.467.8935

Email: [cyunker@sjcgfair.com](mailto:cyunker@sjcgfair.com)

**Returning to the Fair this year:**

## 2025 Commercial Exhibit Awards

Have the nicest-looking exhibit at the fair!

Divisions are:

1. Outdoor Vendors
2. Indoor Vendors
3. Food

### 2024 Winners

#### Outdoor Vendors

1st place: Integrity Overhead Doors

2nd Place: Avery Barns

#### Indoor Vendors

The Armory

Chad Spence for Sheriff

#### Food

The Farmer's Daughter

Kate's Diner

## Food Frenzy Competition

Concessionaires, this is for you!

Return the Application on Page 18.

### 2024 Winners

Tasty Temptations: Joe's Gyros

Sugary Sensations: Elephant Ears - Sue Greene

## Sunday Sept 21

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](mailto:cyunker@sjcgfair.com)

Security: x1911

Financial Administration: x1040 or [accounting@sjcgfair.com](mailto:accounting@sjcgfair.com)

**Emergency: Please dial 911**

## Commercial Barn Hours

Sunday, Sept 14 – Saturday, Sept 20 10 am – 10 pm

Optional: Sunday, Sept 21 1p – 8p

## Outdoor Vendor Hours

Sunday, Sept 14 – Saturday, Sept 20 10 am – 10 pm

Optional: Sunday, Sept 21 1p – 8p

## Food/Midway Hours\*

Sunday, Sept 14 – Saturday, Sept 20 10 am – 10 pm

Optional: Sunday, Sept 21 1p – 8p

## Gate Hours

M86: 8a – 10p

Nottawa Drive Through: 24 Hours

\*Paid Admission starts at 6 am\*

\*\*\*Please have a pass for Re-Entry if you leave the grounds\*\*\*

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# Welcome!

We are so excited to partner with you during the 2025 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 2025 St Joseph County Grange Fair. We ask that you sign your vendor contract and send payment prior to 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](mailto:cyunker@sjcgfair.com) by July 1, 2025, and receive written approval by the St Joseph County Grange Fair. If a product has not been approved, it cannot be sold. Please note, that 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 us improve the guest experience.

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](mailto:cyunker@sjcgfair.com).

Have a wonderful 2025 Fair!!



## 2025 Vendor Deadlines

February	Renewal Contracts sent to Qualifying Vendors by February 14, 2025.
April	Contracts are due back by April 1, 2025.
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.
September	September 2: Food Frenzy Applications due. September 2: Vendor packet pick-up starts. Set-Up Times: See page 15 Electric Inspections: Ongoing, please have cords tagged. Food Inspections: MDARD regulated Fair: Sept 14 – 20 Optional 2 <sup>nd</sup> Sunday: Sept 21 Tear-Down Times: See page 15
November	November 1 <sup>st</sup> : Survey Forms Due

St Joseph County Grange Fair management reserves the final and absolute right to interpret these rules and regulations, settle all matters, and 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 matters 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 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 26, 2025 (unless prior authorization by Fair management is 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 conspicuously 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 the place of business and not left on the walk way, 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 the contract in the future.
12. Vendors and their help must be neat 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 drinks, or other articles of merchandise must be made prior to 10:00 AM any day of the Fair, except in the case of an 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 therein 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 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 the Vendor, the Fair shall revoke the privilege license and no consideration will be given for space renewal.
19. The Fair may release the 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, 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 the 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 1, 2025. 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 11)

- 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 or mailed by your agent to the following address:

St Joseph County Grange Fair

PO Box 578

Centreville, MI 49032

Fax:

Email: [cyunker@sjcgfair.com](mailto: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, 2025.

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

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 -LIK	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>COMMERCIAL GENERAL LIABILITY</b> <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 OTHER:		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 \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE    OTH-ER E.L. EACH ACCIDENT \$ 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

<b>CERTIFICATE HOLDER</b>	<b>CANCELLATION</b>
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, party, 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 2, 2025. 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) complimentary all-week gate admission passes and seven (7) day passes.

**Passes will not be "exchanged" at the time of packet pick-up, please give 2 weeks' notice.**

If you need additional passes for staff, you can purchase them at the 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 the 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 the midway or vendor area by 10:00 am or it will be towed at the owner's expense.

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

### 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 10:00 am and before 10:00 pm. 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 electricity, power to camper ONLY. Additional outlets will be charged \$150 per outlet used and subject to non-renewal if not paid before leaving the 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. The 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 for \$1,000,000 per occurrence and \$1,000,000 annual aggregate combined single limit for bodily injury and property damage liability. A certificate of insurance naming the St Joseph Co Grange Fair as additional insured must be furnished before the 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 the 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, including Facebook or Social Media live streams, 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 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 include (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 the 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 9:15 am for Vendor access only, doors will remain closed until 10:00 am. A member of security will be monitoring the barns from 9:15 am to 10:00 am.

At the end of each night, each commercial building Superintendent will lock the doors promptly at 10:00 pm. Please have all your business done as close to 10:00 pm as possible. Non-compliant Vendors to barn closing times will not have a contract renewed the following year. No one will be allowed to enter the building after the Superintendent locks the building for the day, with 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 the 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 in 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, spotlights, 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 the preparation 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 the 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 have 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 10 am on Sunday, September 14, 2025.

Commercial Barn Hours: Set Up: Thursday, September 11 – Saturday, September 13 @ 8 am – 8 pm

Outdoor Vendor Hours: Set Up: Monday, September 8 – Saturday, September 13 @ 8 am – 8 pm

Food/Midway Hours: Set Up: Monday, September 8 - Saturday, September 13 @ 8 am – 8 pm

\*No security before Sunday, Sept 14, 2024

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

Commercial Barns open for teardown:

Saturday, Sept 20th after 11 pm to Sunday, Sept 21 @ 1 am

**Sunday, Sept 21st from 8 am – 11 am**

Sept 22<sup>nd</sup> to Sept 26<sup>th</sup>, 8 am – 4 pm

**Sunday, September 21**

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 11 am on Sunday, September 21. There will be security, but unattended booths in merchant barns should have all valuable items removed before 11 am if you do not plan to be in your booth.

The “Fair” will be open from 1p – 8p on Sept 21, 2025.

## 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 walkways. No “sandwich boards” or signage in walkways.

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 before 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 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.
10. Each exhibit having minor code violations will be issued a correction order with instructions to correct the same.
11. 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, and helpful, as well as neat and clean in their hygiene and dress.
- 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 destroy 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 damage 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. 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, 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 the Licensee, or the Demise Premises surrendered except with the written express authorization of the State Fair. Licensee hereby expressly waives all claims with respect thereto and acknowledges 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 outlined 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.



# 2025 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 16, 2025, from 1 pm – 3 pm. 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 and then portion into sample sizes for the judges.
- 1<sup>st</sup> 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](mailto:cyunker@sjcgfair.com)

By: September 1, 2025

# Fair Week Work Order Form

Please complete all necessary information regarding this work order request.  
Turn into Fair Office.

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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: \_\_\_\_\_

Description/Location: \_\_\_\_\_

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 it on file in the maintenance shop