

# Vendor Request Form

## DeKalb County Fair

September 6 – 10, 2017

For consideration by Round Office and The Sandwich Fair Association Inc.

PLEASE PRINT

\_\_\_\_\_  
Contact Name

\_\_\_\_\_  
Name of Concession

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Business Phone

\_\_\_\_\_  
Cell phone

\_\_\_\_\_  
Email address

\_\_\_\_\_  
Years in business

\_\_\_\_\_  
Number of employees to run the stand

Do you need space inside or outside? \_\_\_\_\_

Size of the concession stand, please include awnings, hitch, and any other protrusions in the measurements:  
\_\_\_\_\_

Please include a picture of your concession/display with your application.

LIST ALL PRODUCTS SOLD AND/OR DISPLAYED:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*\*\*ONLY ITEMS LISTED ABOVE WILL BE CONSIDERED FOR INCLUSION IN YOUR CONTRACT. ONLY ITEMS LISTED IN YOUR CONTRACT WILL BE ALLOWED TO BE SOLD AND/OR DISPLAYED.**

### **ELECTRICITY:**

The Sandwich Fair Association Inc. will provide the electrical needs for each concession, stock truck, or trailer unit. Power furnished will be 120/208 volt single phase or 3 phase unless otherwise noted. Vendors must contact the Round Office regarding alternate voltage, the amount of electricity needed, and the location of the connection(s). A work order will be issued to the electricians when the fees are paid in full at the Round Office. Vendors will receive a copy of the work order when services are completed. After the closing of the fair, electrical service will be disconnected on the following Tuesday at 5:00 p.m. Campgrounds will remain in operation. **You will be required to pay a \$175 surcharge per** hookup before the electricians on sight can provide you with additional electrical power, i.e. direct connection. All electrical fees must be paid in full at the Round Office.

Maximum electrical needs-Unit total: Please write in the type of need on the lines below: Concession, Refrigerator Truck, Refrigerator Trailer, Stock Trailer. Circle Amps of each Unit required.

### CONNECTION

\_\_\_\_\_ 129 Volt – 20-30 Amp

\_\_\_\_\_ 208/240 Volt – 40 Amp

\_\_\_\_\_ 208/240 Volt – 80 Amp

\_\_\_\_\_ 120 Volt – 40 Amp

\_\_\_\_\_ 208/240 Volt – 50 Amp

\_\_\_\_\_ 208/240 Volt – 90 Amp

\_\_\_\_\_ 120 Volt – 60 Amp

\_\_\_\_\_ 208/240 Volt – 60 Amp

\_\_\_\_\_ 208/240 Volt – 100 Amp

\_\_\_\_\_ 208/240 Volt – 30 Amp

\_\_\_\_\_ 208/240 Volt – 70 Amp

**TENTS:** Do you need the Sandwich Fair Association to provide a tent? Yes No (please circle)

Tent sizes:

10 x 10	20 x 30	30 x 75
9 x 14	20 x 40	40 x 60
12 x 19	20 x 50	40 x 100
14 x 24	30 x 30	40 x 160
16 x 16 framed tent	20 x 30 framed tent	30 x 210
20 x 20 framed tent	30 x 45	

**LIKE KIND OF EXHIBITS ARE LIMITED:**

Even though space may be available, we reserve the right to limit the number of dealers for one type of product or exhibit. When informed as to what is available and a space is desired, payment must be made in full to guarantee a space at the fair.

You need to be **specific** on the item/items you will be selling and/or displaying during the fair. Anything not specifically listed on your application and contract will not be allowed in your booth.

**LIST REFERENCES:** (Please list a minimum of 3)

1. \_\_\_\_\_  
Reference Name Phone
2. \_\_\_\_\_  
Reference Name Phone
3. \_\_\_\_\_  
Reference Name Phone

The Director of Concessions for the DeKalb County Fair will contact you if you have been accepted. The Round Office and The Sandwich Fair Association reserves the right to accept or reject any applicant based on, but not limited to, the following criteria; uniqueness, quality of products sold, appearance of your trailer/booth, customer service, and references from other shows. Contracts will be issued upon acceptance of the applicant(s).

Please mail the completed application to: Attention Round Office  
The Sandwich Fair Association Inc.  
1401 Suydam Rd  
P.O. Box 129  
Sandwich IL 60548

**Approximate Space Costs**

- 1. Outside lots run by a fixed, flat fee starting at \$450.00. Actual costs increase with lot location on the fairgrounds.
- 2. Building booths run at a rate of \$500.00 each for a 10' x 10' area.
- 3. Tents are available as an added fee.
- 4. Electrical needs are included with lot or booth fee. Direct electrical hookups are an extra charge.