



June 20-22, 2019

MONROE COUNTY AGRICULTURAL SOCIETY
P.O. BOX 908 – Tomah, WI 54660
Phone: 608-372-2081 Fax: 608-372-1052
Email: mail@tomahtractorpull.com
www.tomahtractorpull.com www.monroecountyfairwi.com



July 24-28, 2019

44th Annual Budweiser Dairyland Super National Truck & Tractor Pull Art/Craft Show, Flea Market Show, and Commercial Booths/Displays/Retail

Dear Vendor, Director, or Sales Representative,

The Monroe County Agricultural Society (MCAS) invites you to have a booth at the 2019 Budweiser Dairyland Super National Truck and Tractor Pull, to be held June 20-22, in Tomah, Wisconsin. A nationally-recognized event of its kind, the Pull draws over 70,000 people to Tomah's Recreation Park for its camaraderie, festive summertime atmosphere, and fast-paced action on the competition track. We hope you will join us for the 44th Annual Pull.

The Art/Craft show, Flea Market show, and Commercial Booth/Displays are successful because of the way the different events are set up throughout the weekend. Different events occur at different times, and fans typically stay on the grounds for an entire day. Between competition events, fans leave the grandstands – this is when they see what a variety of vendors we have! People also tend to make purchases and stop at vendor booths as they enter or leave the Pull grounds. As a vendor committee, we strive to provide different types of booths for all types of people, which is why we have contacted you (based on the type of merchandise or services you have/offer). Please consider having a booth with us for the 2019 Pull!

Due to the nature of the grounds, there are several options from which you may select when it comes to your booth location. We have a variety of locations, with varying prices and requirements for each, catering to vendors' setup needs. The MCAS Vendor Committee realizes some vendors may require their booth to be indoors, while others are prepared to be outside – we have accommodations for both. An explanation of the types of locations and their fees is located in the *Vendor Manual* on page 3.

Please fill out the contract, taking care to choose your location based on your needs as a salesperson or representative. Read the enclosed *Vendor Manual* to read about different policies and opportunities at the event. Many questions you may have are answered in the *Manual*.

We wholeheartedly hope you will join us for this fun summer event in Tomah. Many vendors have been with us for many years and make it a fun weekend by camping out on the grounds (camping information available on the website or by calling the phone number above). We can't promise sunny weather, but we can promise a wonderful crowd and a great time, rain or shine! We hope to hear from you – and see you at the 44th Annual Budweiser Dairyland Super National Truck and Tractor Pull, June 20-22, 2019!

Sincerely,

Lisa Scheitler and Alex Knoepker
Co-Chairpersons
Monroe County Agricultural Society Vendor Committee



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*Promoters of the Monroe County Fair and the
Budweiser Dairyland Super National Truck and Tractor Pull*

2019 TRACTOR PULL VENDOR MANUAL

CONTRACTS are with the Monroe County Agricultural Society, hereafter known as MCAS.

CONSIDER RECEIVING A CONTRACT FROM MCAS AN INVITATION TO HAVE A BOOTH AT THE 2019 SUPER NATIONAL PULL.

GENERAL INFORMATION - Contracts are sent out to prospective vendors and to those who rented space at the previous event. The compliance with deadlines for payments and receipt by the event office for filing is extremely important. If contracts are not returned to the event office by May 15 for the Tractor Pull event, the space will not be reserved for prior vendors and may be sold to the next vendor on the waiting list.

The contract shall cover only the type of business mentioned herein and shall be confined to the space rented. Products and types of exhibits cannot be added unless approved by the Vendor Committee Chairpersons. To have additional products approved, please write your request in the form of a letter and send with your contract. The Vendor Chairpersons will review the request and notify you whether your additional products will be prohibited or not.

MCAS endorses a "Clean Event Policy" and therefore, will not allow the sale of any merchandise with vulgar or indecent words, pictures or implications. The organization will not allow the sale of any merchandise that could be harmful to patrons. Interpretation of this rule will be at the vendor chairperson's discretion.

MCAS reserves the right to cancel the contract if, in the judgment of the MCAS, the business or exhibition being carried out or the manner of conducting the business is objectionable to the public or as not represented at the time the contract is signed or does not in every way comply with Wisconsin state requirements. In the event of cancellation, all payments previously made thereon shall become forfeited to MCAS.

The space leased under the contract cannot be sublet or any part of the space assigned to other parties without the written consent of MCAS and MCAS reserves the right to grant or refuse such consent. Any violations of this provision shall immediately forfeit this lease and privileges sold under it. In the event of cancellation prior to 10 days before the event, there will be a \$50.00 service charge assessed, with the remaining total refunded. Any cancellations **within 10 days** of the event will result in no refunds.

CAMPING - Camping is available to vendors from Monday – Sunday. There are 24 hour showers on the main grounds. A form for camping is located on our webpage for your convenience, please fill out and mail/email back to ensure a spot. Call the event office at the number above with camping questions and/or to pay for your reservation.

GARBAGE PICK-UP - All garbage must be cleaned up within and around your space by 8:00 a.m. each day. Place garbage in bags near trash receptacles so crews can pick it up. Our crews will pick-up garbage in the morning and throughout the day as necessary. There is **no dumping** of soapy grey water, grease, or byproducts on the grass or grounds. Bring containers for gray water and use the grease barrels provided. At the end of the event, all garbage must be picked up in and around your area before leaving.

RAFFLES - The sale of raffle tickets/items on the grounds is prohibited during the event without express permission of the MCAS. You may contact the office for a raffle contract and/or availability.

INSURANCE - All vendors will be required to provide the MCAS a certificate of insurance with coverage of \$1 million or more *naming the Monroe County Agricultural Society, 1625 Butts Ave., Tomah, WI 54660, as an **additional insured***. You will not be allowed to set-up until the certificate of insurance has been provided. If you do not have this type of insurance, a rider may be obtained from the MCAS policy for a fee of \$100.00 per location at event. MCAS assumes no liability for loss or damage to any property of vendors due to fire, tornado, weather conditions, vandalism, theft or any other causes. You are leasing space at your own risk. Another Insurance company available is ACT Insurance – contact actinsurance.com or 888-568-0548 for details. Please have your insurance company email or fax a certificate of insurance to 608-372-1052. This **MUST** be received **AT LEAST 10 days** prior to the event.

WISCONSIN SALES TAX - All Vendors are required to complete a “Wisconsin Temporary Event Operator & Seller Information” Form. This will need to be provided to the Event Office prior to setting up your booth. We will need a copy of your Wisconsin Seller’s Permit Certificate. This form is included in the packet with the contract and is also available on the event website (www.tomahtractorpull.com) or in person upon your arrival.

VENDOR SPACE - All vendors must confine their activities to the space they have rented. No hawking is allowed. You may not sell or promote your item outside of your space. You must keep your merchandise within your rented space. You cannot pass out pamphlets or solicit outside of your rented area. You may not disrupt the other vendors in your area. For example, you may not have loud music or noise in your booth or leave your promotional pamphlets on other rented areas. No signs or tables are permitted to extend beyond your rented space. No signage or sandwich boards may be placed in or around the grounds without the express permission of the Vendor Chairpersons. No altering of walls – nothing can be attached to walls without permission of the Vendor Chairpersons. To help with booth placement, you may want to send a picture of your booth in its set-up state and/or photos your merchandise.

You must provide durable covers for electrical wires running in public walkways. You are responsible for your own space. MCAS reserves the right to inspect any booth or merchandise at any time. All free give-a-way samples must be approved by the Vendor Chairpersons. You may not give away or sell water or soda – this is reserved for Food Vendors.

Tractor Pull Vendors Hours of Set-Up

Wednesday: 10:00 am – 6:00 pm
Thursday: 10:00 am – 3:00 pm

Tractor Pull Vendor Hours of Operation

The **Gold Exhibit Building** hours are stated below:
Thursday: 4:00 pm – 10:00 pm
Fri. & Sat.: 9:00 am – 10:00 pm

*Vendors located outside or in the open pavilion may open as long as they wish but must be open at the starting times listed above.

All Vendor Booths must be set up by 3:00 p.m. on Thursday. Vehicles must be moved to the parking areas by 3:00pm on Thursday! Booths must be staffed during the entire time of open hours Thursday, Friday, and Saturday. As the Pull officially starts on Thursday evening, vendors should be ready for selling by 4:00 pm on Thursday.

Food will be available on the grounds beginning at 11:00 am on Thursday. Ice is available to purchase at the main office, a yellow two story building – open daily at 8am.

CITY ORDINANCE - No individual shall possess or consume any alcoholic beverage on the premises known as Recreation Park except those individuals located within the confines of the licensed beverage areas or those individuals located within a tent or camping unit *after* event operating hours for vendors. Smoking is not allowed in any of the buildings, per the fire chief.

There is Security on the grounds Wed. through early Sunday morning, however there is not security provided expressly for vendor booths. There will not be any security on the grounds on Sunday. It is the vendor’s responsibility to secure their property at all times during the event. All helium tanks must be secured according to code.

44th Budweiser Dairyland Super National Truck and Tractor Pull, Tomah, WI June 20-22, 2019

Flea Market, Art/Craft, Commercial/Displays, Business, Retail Vendors

Location: Tomah Recreation Park/Grandstand Side
 Mailing Address: P. O. Box 908, Tomah, WI 54660
 PHONE: 608-372-2081
 EMAIL: mail@tomahtractorpull.com
 Approximate Attendance: 60,000 - 70,000

Physical Location: 1625 Butts Ave., Tomah WI 54660
 FAX: 608-372-1052 (please call to verify we received)
 WEBSITE: www.tomahtractorpull.com

- 1) Open Pavilion: \$3.00/frontage foot. This building is open on 3 sides, has a cement floor, LED lights for nighttime sales, a roof, and has electricity available for \$5. The booth space is 10' deep, and you reserve however many feet of frontage you desire.
- 2) Open-Air Outside: \$4.00/frontage foot for units up to 30', OR \$6.50/frontage foot for booths over 30'. This location is on a direct avenue of travel for fans entering and leaving the grandstands. The area is paved asphalt or grass (you can specify), and floodlights illuminate the area at night. Electricity is available for \$5. The booth space is 10' deep.
- 3) Inside Gold Building: \$8.00/frontage foot. You may select from 10' or 12' of frontage. Booths are 8' deep. This building is completely indoors, with indoor cement floors, LED lights on at all times, and electricity available for \$5. End-of-the-row booth exposure, if available, is an additional \$10.00. We do not provide extension cords or chairs – you must furnish these yourself.
- 4) Premium Midway: \$150.00 per 10' x 10' space. This location is near the event office on the midway, which is the avenue of travel directly connected to the gates to enter the grandstands. Vendors in this location must be set up early Thursday to prevent traffic issues.

Payment: Must be returned with this form in the form of a check or money order. Your cancelled check is your receipt.
We will accept reservations until we are full on a first-come, first-served basis. Thank you!

Make your check or money order payable to: MCAS
Return By: May 15, 2019
 After May 15: **\$10.00 Late Fee**

Mail to: Monroe Co. Ag. Society
 Attn: Vendor Secretary
 P.O. Box 908
 Tomah, WI 54660

PLEASE PRINT

By completing this contract, I am agreeing to the terms and conditions as set forth by the Monroe County Agricultural Society in the Vendor Manual.

Printed Name: _____ Signature _____

Telephone/Cell _____ Email Address: _____

Business Name _____

Mailing Address _____ City _____ State _____ Zip _____

Type of Merchandise sold (Describe below - Circle one: Art/Craft, Flea Market, Antique, Farm-type, Retail, Buy/Sell, Display, etc.)

Explain Product: _____

PLACE A CHECKMARK NEXT TO EACH ITEM AS YOU INCLUDE IN YOUR APPLICATION:

Sales Tax Form _____ Payment _____ Certificate of Insurance _____

WRITE-IN YOUR BOOTH SELECTION(S):

| | | |
|--|-------------------|----------------------|
| Open Pavilion (Under the Tin Roof) | # of Feet _____ | x \$3.00 = \$ _____ |
| Outside Booth | # of Feet _____ | x \$4.00 = \$ _____ |
| Premium Midway Space 10'x10' | # of spaces _____ | x 150.00= \$ _____ |
| Inside Gold Bldg. (10' X 8') | # of booths _____ | x \$80.00 = \$ _____ |
| Inside Gold Bldg. (12' X 8') | # of booths _____ | x \$96.00 = \$ _____ |
| Inside Gold Bldg. End Exposure (if Avail.) | # of booths _____ | x \$10.00 = \$ _____ |
| Insurance through event with MCAS | \$100.00 | = \$ _____ |
| Electricity (1 per space) | \$5.00 each space | = \$ _____ |
| Late Fee (stamp cancelled after May 15 th) | \$10.00 | = \$ _____ |



Total \$ _____

Wisconsin Temporary Event Operator and Seller Information

Information on this form is required under sec. 73.03(38), Wis. Stats.

Instructions on reverse side.

| | |
|---|---|
| E V E N T O P E R A T O R | <p>PART A: Event Information: To be completed by the operator of the temporary event</p> <p>1. Name of Temporary Event <u>BUDWEISER DAIRYLAND SUPER NAT'L TRUCK & TRACTOR PULL</u></p> <p>2. Date(s) of Temporary Event <u>JUNE 20 - 22, 2019</u></p> <p>3. Location of Temporary Event (e.g., Venue, City) <u>RECREATION PARK - TOMAH, WI</u></p> <p>PART B: Operator Information: To be completed by the operator of the temporary event</p> <p>1. Name and Address <u>MONROE COUNTY AGRICULTURAL SOCIETY</u> <u>1625 BUTTS AVE. - P.O. BOX 908 - TOMAH, WI 54660</u></p> <p>2. Daytime Telephone Number <u>(608) 372-2081</u></p> <p>3. Email Address <u>mail@tomahtractorpull.com</u></p> <p>4. Wisconsin Tax Account Number <u>4 5 6 - 0 0 0 0 1 3 7 2 1 2 - 0 2</u></p> <p>If blank, check appropriate box:</p> <p><input type="checkbox"/> No Taxable Sales <input type="checkbox"/> Exempt under Occasional Sales Rule <input checked="" type="checkbox"/> Exempt Nonprofit Organization</p> <p><input type="checkbox"/> Other – Explain: _____</p> |
| S E L L E R | <p>PART C: Seller Information: To be completed by seller and given to event operator on or before the first day of event.</p> <div style="border: 1px solid black; padding: 2px; text-align: center; margin: 5px 0;"> THIS IS NOT AN APPLICATION FOR A WISCONSIN TAX ACCOUNT – SEE INSTRUCTIONS </div> <p>1. Legal Name _____</p> <p>2. Business Name _____</p> <p>3. Address (Street or Route) _____</p> <p>4. City, State and Zip Code _____</p> <p>5. Home Telephone Number () _____ Business Telephone Number () _____</p> <p>6. Wisconsin Tax Account Number _____ - _____ - _____</p> <p>7. Social Security Number <u>X X X - X X - _____</u></p> <p>8. Federal Identification Number (FEIN) <u>X X - X X X _____</u></p> <p>9. Check one box indicating the type of activity you intend to engage in at this event:</p> <p><input type="checkbox"/> Selling Taxable Merchandise or Service <input type="checkbox"/> Display Only</p> <p><input type="checkbox"/> Selling Exempt Merchandise or Service <input type="checkbox"/> Exempt under Occasional Sales Rule</p> <p><input type="checkbox"/> Direct Sellers, Company Name _____ <input type="checkbox"/> Nonprofit Organization</p> |

I declare that the information on this form is true and correct to the best of my knowledge and belief and that I am authorized to sign this form.

Print Name: _____

Signature: _____ Date: _____

Information about temporary events, including forms, instructions and Common Questions can be found on the Department of Revenue's website at revenue.wi.gov/html/temevent.html. If you have additional questions, please contact the Department of Revenue by email at DORBusinessTax@revenue.wi.gov or telephone at (608) 266-2776. See reverse side for submission instructions.

**** Do not email event reports to maintain confidentiality of seller information ****