

# Fair Rules

Fish Fair, Craft Fair, Plant Fair

## Vendors

- We must fill out a “Wisconsin Temporary Event Operator and Seller Information” form.
- To do so we must list all vendors attending the event showing the
  - Legal name
  - Business name
  - Wisconsin Sellers Permit Number (if applicable)
  - Address
  - Phone number
  - Last 4 of EIN or SSN

See this link for more information. <https://www.revenue.wi.gov/Pages/HTML/temevent.aspx>

## Tables

- The tables are 8' x 2'.
- The tables are \$25 each.
- The booths are 10' x 10' and come with tables.
- Booth price varies from event to event
- You may request electrical access, but it is not guaranteed. Make sure to bring your own, labeled, extension cords.
- Bring your own tablecloths

## Payment

- Payment is due when you register for the fair.
- Communication is via email. We only use email to send confirmations and changes.
- How to Reserve Tables
- Applications can be found at <https://www.jraar.org/fair-vendor-application>
- Events staff can approve or deny any registration for any reason.
- Once your registration is approved, you will be sent a link to purchase table tickets electronically or pay with check or money order via snail mail. The mailing address is 736 Arthur Street, Menasha WI 54952.
- Your table will not be reserved until the tickets are purchased.

## Cancellation and Transfer Policy

- Tables may not be cancelled on short notice (2 weeks). Tables cancelled over two weeks in advance of the event will receive a full refund.
- If you register for a table, you are responsible for paying for it, whether you can make the fair or not. You are solely responsible for paying for your table(s).
- Tables are first come first served, please pay for your tickets before they sell out.
- You may not transfer a reservation to another party.
- Room Layout
- The room layout changes from fair to fair.
- Do not assume you will get the same table as last time.
- We try to accommodate requests for electrical outlets but cannot guarantee them.

## Set-Up

- Day Before Move-in is typically between 5:00 PM and 9:00 PM contact the event coordinator for more details
- Day of Move-in is between 8:00 AM and 10:30 AM only.
- Please have all your items in the room BY 10:30 AM. After 10:30 AM, attendees begin to line up and safety becomes an issue.
- Prior to 11:00 AM, only vendors and JRAAR staff may enter the event space.
- Additional helpers may enter the room early to help you set up but must pay General Admission. Exceptions are made for young children of vendors.

## General Rules

- Please encourage your pre-paid sales to come at noon for pickup and to pay an admission. This is fair to everyone.
- No personal sales or trades of any kind will be allowed on Fair premises without prior approval of an Event's Chairperson.
- Limit of one vendor allowed per registration.
- JRAAR reserves the right to remove anyone who is disruptive or who is behaving in an unsafe manner
- Only items related to the theme of the event Fair, fish at a Fish Fair etc. may be sold. I.e. crafts at a Craft Fair, Fish at the Fish Fair, etc. No exceptions without express permission from an Event Chairperson.
- Vendor is responsible for collecting any sales tax that may be due

## Live Animal Sales (Where Applicable)

- Vendors must comply with ALL local, state and federal laws.
- All vendors have the right to refuse service to anyone.

- All animals sold must be accompanied by a care sheet provided by the vendor. Care sheets are to include proper care techniques for that species, the maximum size attained, and lifespan. QR Codes to care sheets are acceptable.
- All transactions must be accompanied by a receipt of purchase, a business card and contact information. This helps provide a level of professionalism and customer service, as well as potentially decrease the amount of theft at shows/expos.
- A copy of vendor's refund policy must accompany each receipt with sale of animal.
- Children under 15 years of age must be accompanied by an adult at the time of sale of any animal. Vendors must use their own discretion regarding sales. Not all animals are suitable for all keepers.
- All animals will be thoroughly inspected before the doors open to the public. Any animals that appear sick, injured, imported (if all-captive bred show), have visual mites/ticks, are illegal, or questionable should be removed immediately. Animal conditions and health are to be determined by the event staff.
- Animals need to be presented in appropriately sized containers. Their bodies should be able to make a full 360-degree movement in the enclosure/display. Enclosures should have proper ventilation and be 100% secure. This also includes take-home containers.
- Multiple animals in a single cage need to have additional room to prevent stress and be of the same species.
- Multiple species are not to be housed together (fish are exempt).
- Temperature sensitive and fragile animals should be provided with the proper amount of heat/humidity and care throughout the show.
- Animals who defecate in the cage or container must be immediately pulled off the table to be cleaned and sanitized.
- No live rodent feeding should be performed during show hours.
- Live rodents at shows need to be healthy, and free of urine stains. Rodent bedding needs to be fresh the day of the show, cleaned and sanitized as needed.
- Frozen rodents need to be clean (Discretion is with promoter). No heavy urine stains, feces on the fur, or excessive blood on the face and body.
- No personal/outside pets are allowed into the show/expo.
- Snakes over 6 feet long should be refrained from being wrapped around the necks of the public or any vendors.
- Hand sanitizer should be provided by each vendor as well as at the entrance door. To prevent disease, any person handling or touching an animal should properly sanitize their hands before and after contact.
- No red-eared sliders (*Trachemys scripta elegans*) should be sold unless they are albino, pastel, two-headed, Rio-Grande or species from outside the U.S.

*All people attending this event do so at their own risk. Neither JRAAR, its officers, board members, Lucky Dog'z, or any other persons connected with this event assume any responsibility or liability for any loss, damage or injury incurred in attending this event.*

*Map is subject to change without notice.*