



OCF 2025 Vendor Village Contract and Application

PO Box 142, Oregon, IL 61061 • Phone (815) 732-6962 • Email OCFAtickets@gmail.com • www.oglecountyfair.com

I/We of _____ apply to be a Vendor at the Ogle County Fair and agree to all the terms and conditions set forth in this contract by the Ogle County Fair Association (“OCFA”).

A Commercial Vendor (“Vendor”) is defined as an individual, business, or organization that requires a space at the Ogle County fairgrounds during the Ogle County Fair (“Event”; “Fair”) to sell, promote, or offer a **non-food** product, service, or organization.

All Commercial Vendors shall fall under the exclusive jurisdiction of the Commercial Vendor Superintendent and their representative(s).

Initial each line below to acknowledge the following Vendor requirements and sign the last page.

1 _____ POLICIES AND PROCEDURES

The Vendor shall abide by the Policies and Procedures set forth by the OCFA.

The Vendor understands that failure to comply with these Policies and Procedures will result in **disqualification** from this year’s Fair and **all** future OCFA events.

The Vendor acknowledges that refusing to comply with any of the rules set forth will automatically **forfeit** their booth space and registration fee and shall be asked to leave the Fair immediately.

2 _____ REFUNDS/CANCELLATIONS

The Vendor acknowledges that there shall be **NO refunds for cancellation** after May 31st, 2025.

No refunds shall be given if the Vendor leaves the Fair early for any reason.

3 _____ LIABILITY INSURANCE

All Vendors shall obtain a Liability Certificate of Insurance for no less than \$1,000,000 liability, naming the Ogle County Fair Association as an additional insured.

Insurance must be presented to the Commercial Vendors Superintendent **before set-up on July 30th, 2025** or risk forfeiture of vendor spot.

Insurance shall maintain in force General Liability and Property Damage Insurance and shall hold harmless and defend the Ogle County Fair Association, their officers,

and employees from any and all claims, losses, and expenses for injuries to person or persons or damage to property.

4 _____ LIABILITY FOR LOSSES AND DAMAGES

The Vendor understands that the OCFA is not responsible for property loss, damages, or vandalism arising from the execution of this contract. The Vendor expressly releases OCFA from any and all claims of such losses, damages, or injuries.

Any damages arising from the carelessness or negligence of the Vendor, their employees, or agents must be paid for by the Vendor.

5 _____ REQUIREMENTS OF AGENCIES, LAWS, RULES, AND REGULATIONS

The Vendor agrees to follow any laws, rules, and regulations set forth by the OCFA, Public Health and all other County, State, and Federal agencies.

6 _____ BOOTH OPERATIONS AND SUBLETTING

The Vendor understands that all displays, signs, tables, and other equipment related to booth operation is their sole responsibility.

The Vendor is the primary operator of this booth, and is solely responsible for all products, sales, taxes, and permitting necessary to operate. All tax remittance is the sole responsibility of the Vendor.



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No transfer of ownership or subletting of booth space shall be permitted in any form. This contract in no way grants the Vendor the exclusive right to the sale or display of any item.

7 VENDOR HOURS OF OPERATIONS

The Vendor agrees to remain open and manned for business during all designated Vendor Hours of Operation. Booth coverage is the responsibility of the Vendor.

All Vendors shall be open and ready for business when Vendor Hours of Operations begin. Booths may open earlier but not later than the start time listed below.

Vendor Hours of Operation are as follows:

DATE	TIME
Wed. July 30 th , 2025	4pm – 9pm
Thurs. July 31 st , 2025	4pm – 9pm
Fri. August 1 st , 2025	4pm – 9pm
Sat. August 2 nd , 2025	12pm – 9pm
Sun. August 3 rd , 2025	12pm – 4pm

No motorized vehicles shall be allowed onto the fairgrounds or behind booths as follows:

- 1 hour **BEFORE** Vendor Hours of Operation start
- During the entire Vendor Hours of Operation
- 30 minutes **AFTER** Vendor Hours of Operation end or until safe to do so

8 VENDOR CONDUCT

The Vendor understands that the OCFA and the Fair are family-orientated and welcome people from many different backgrounds and creeds. Every Vendor shall treat all persons on the premise with courtesy.

All Vendors and their employees shall be dressed appropriately for a family event. No foul or abusive language towards staff or patrons will be tolerated.

OCFA reserves the right to immediately remove any products, displays, or Vendors from the premises if such are determined to be inappropriate, explicit, or violate the family-orientated nature of the Fair.

9 MERCHANDISE DISPLAYS AND SPACE

The Vendor agrees to stay within the defined booth space. Merchandise and display items shall not be placed outside this booth space.

Obstruction of visitor passageways, use of the public address system, recorder, or any other objectionable devices or methods of attracting attention shall not be permitted.

OCFA reserves the right remove displays and items that do not comply.

10 BOOTH SPACE ASSIGNMENT

The Commercial Vendor Superintendent has the sole discretion and authority to assign booth spaces. Booth spaces are based on a first-come, first-served basis.

There is no guarantee of placement, and the booth space you receive may be different from the previous year(s).

The Vendor understands that they are not allowed to leave or change their booth spaces. *Booth swapping is strictly prohibited.*

Vendors requesting adjacent or multiple booths will relocate to an area where such space is available.

11 TENT AND SPACE REQUIREMENTS

It is the Vendor’s responsibility to provide their own tent or shelter to cover the space.

All tents or shelters must have a footprint equal to or less than the paid space. (Example: A vendor space of 10’x10’ shall not have 12’x12’ tent).

All tents must have at least 50 pounds (22.7 kg) of weight per leg. *Staking alone is not sufficient to ensure tent security.*

The Fair is outdoors where weather such as rain, wind, and heat may occur. Plan accordingly. Secure any displays and products. Tent walls are strongly recommended.



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Clear drop cloths, tarps, or shower curtains are strongly encouraged to protect delicate or sensitive products against weather events.

12 TRASH AND CLEAN UP

All booth spaces must maintain a clean and neat appearance. Trash shall not pile up at or around their tent. Trash removal must be done regularly to the proper containers.

13 UTILITES, EQUIPMENT, AND MUSIC

The Vendor acknowledges that no running water is available to booths. No generators are allowed.

Electricity is available for an additional fee. The OCFA hires a certified electrician to run power to booth spaces prior to the event starting. The OCFA makes no guarantee of electricity being available for late and unpaid applications.

Vendors must bring their own proper 3-prong extension cord (100 feet total or longer suggested) for any electrical needs.

If equipment is necessary for a Vendor to operate, the equipment must be quiet enough for patrons to hold normal conversations within a Vendor’s tent space (noise level of approximately 60dB or less).

Music players and speakers shall be played quietly and without explicit lyrics in a manner so that it cannot be heard beyond the boundaries of the Vendor’s tent or shelter.

No equipment or supplies are provided by the OCFA.

14 ALCOHOL AND SMOKING PROHIBITED

The Vendor acknowledges that the fairgrounds is smoke-free and alcohol-free zones except in designated areas.

Smoking shall be allowed in designated areas only. No smoking in the barns.

OCFA reserves the right to immediately remove any Vendor caught smoking and bringing or drinking alcohol outside of the designated area.

15 BACKGROUND CHECKS

The OCFA reserves the right to conduct necessary background checks through proper county and/or state authorities of any Vendors, their employees, and agents for felony convictions, outstanding warrants, and/or sex offenders.

Any discrepancies will be turned over to the county and/or state authorities.

16 SOLICITATION AND SALES

No Vendor shall engage or participate in high pressure soliciting. Vendors shall not solicit beyond their designated rented space. No standing in aisles. No bull horns.

Signs or advertising materials of any kind deemed objectionable by the OCFA may be removed without any liability for damage.

17 VEHICLES AND USAGE

The Vendor vehicles must be parked in the designated Vendor Parking area.

If a vehicle is part of the display, it must remain stationary and at the display for the duration of the entire Fair. Removing, transferring, or exchanging of vehicles is strictly prohibited.

Vendors may call the Fair Office for help with a golf cart if available during Vendor Hours of Operation to move supplies.

Emergency vehicles shall be exempt.

18 OVERNIGHT STAYS AND REST



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If the Vendor requires overnight stays on Fair premises, it is the Vendor's sole responsibility to obtain and rent a spot at the fair campgrounds.

No rest or sleeping accommodations are allowed outside of the fair campgrounds. This includes RVs, camping tents, trailers, and other structures or units used for sleeping or rest.

Violators of this rule may result in immediate removal from the fairgrounds, forfeiture of booth fees, and disqualification from all future OCFA events.

19 ABANDONED PROPERTY AND DISPUTES

The Vendor must remove all properties, supplies, equipment, ect. from the fairgrounds at the closing of the Fair, or such items shall be deemed abandoned and become the property of the OCFA without notice.

The Commercial Vendor Superintendent shall be the sole and final arbiter of disputes.

20 CHECK-IN AND SET UP

Upon arrival for set up, Vendors must report to the Commercial Vendor Tent located in the Vendor Village. All Vendors will be assigned a booth space number and

22 **The Vendor agrees to all the statements above. The person signing below is authorized to sign this contract on behalf of the Vendor as themselves or as a legal representative.**

receive a Vendor Information Packet. Vendors shall be shown to their booth space by the Commercial Vendors Superintendent or their representative(s).

All booths must be set up and ready to go by start of the Fair on Wednesday July 31st, 2025. Check-in and set up are as follows:

DATE	NOTE
Wed. July 30 th	Fair starts at 3pm

Contact the Commercial Vendor Superintendent if you require more time to set up or would like to pre-arrange Early Setup.

21 CHECK-OUT

All Vendors must remain in place, open, manned, and operating through Fair closing at 4pm Sunday August 3rd, 2025.

The Vendor shall leave their space in the same or better condition than it was received and make sure all trash and personal property have been removed from the site.

No vehicles will be allowed on the fairgrounds until 4:30pm Sunday August 3rd, 2025, or until safe to do so.

If you require next day tear down, contact the Commercial Vendor Superintendent to arrange access.

PRINT NAME OF AUTHORIZING PERSON

DATE SIGNED

SIGNATURE OF AUTHORIZING PERSON

Are you a Food Vendor? Please contact the OCFA at oglecf@gmail.com or visit the website at www.oglecountyfair.com for more information.



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Please PRINT in **blue** or **black** ink. It must be complete and postmarked **no later than May 31st, 2025** to guarantee your spot. If spaced is filled before May 31st, 2025, or if applications are received after May 31st, 2025, Vendors may be waitlisted.

CONTACT INFORMATION

NAME

ADDRESS LINE 1

ADDRESS LINE 2

CITY, STATE, ZIP

EMAIL

- Cellphone
- Home Phone

PHONE NUMBER

Is this business a 501(c)(3) nonprofit? No Yes

BUSINESS INFORMATION (where applicable)

BUSINESS NAME

Same as home address

BUSINESS ADDRESS 1

BUSINESS ADDRESS 2

BUSINESS CITY, STATE, ZIP

BUSINESS EMAIL

BUSINESS PHONE

WEBSITE

FACEBOOK HANDLE	INSTAGRAM HANDLE
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Is this your first year as an OCF vendor? Yes No

Please give a brief description of items, services, or promotions to be featured in your booth. **Only listed items, services, or promotions will be allowed to be sold and/or displayed and included in your contract.** Use additional sheets if needed.

ALL VENDORS are required to submit 3 to 5 pictures of your intended sale items and at least 1 picture of your booth setup. You may include pictures with your paper application or **email them to the Commercial Vendor Superintendent at OCFAtickets@gmail.com.**

All Vendors are encouraged to join the private **OCFA Vendor Village Facebook group** at **fb.com/OCFVendorVillage**. The Commercial Vendor Superintendent will post current information, booth map, and more in the group.



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SPACES AVAILABLE

Vendor Village: \$125/unit. Commercial Vendors whose products, displays, and/or promotions fit under a canopy, shelter, or trailer. Trailers must be 10 feet wide or less.

Parked units such as Mobile Boutiques and Airbrush/Cartooning Trailers who are 10' wide or less but greater than 10' in length qualify for the Vendor Village; they may be located along the perimeter of the Vendor Village and must purchase enough booth space units to accommodate the entire length of their parked unit.

Registered 503(c)(3) non-profits may contact the Commercial Vendors Superintendent for reduced booth fee pricing and availability.

You may purchase more than 1 booth space in the Vendor Village if you need it. However, all Vendor Village spaces are in 10' x 10' blocks.

DO NOT SHORT YOURSELF ON SPACE! If you are a trailer or truck, give yourself enough space to accommodate tongues, hitches, fenders, ect. when parked.

All Vendors will receive **2 Fair Gate Passes**, good for the duration of the fair. *Additional Fair Gate Passes may be purchased.*

All Vendor Gate Passes do not include carnival wristbands. Carnival wristbands may be purchased at the OCFA Office located on the fairgrounds.

ITEM	UNIT/SIZE	PRICE per UNIT	QTY	LINE TOTAL
Vendor Village	10' x 10'	\$125	x	=
Electric Hookup	120V	\$35 per hookup	x	=
Electric Hookup	240V	\$70 per hookup	x	=

GRAND TOTAL DUE: _____

WHAT TO MAIL	WHERE TO MAIL	CHECKS PAYABLE TO	JOIN US ONLINE!
<input type="checkbox"/> Initialed and signed Vendor Contract <input type="checkbox"/> Completed Vendor Application <input type="checkbox"/> Full payment of Vendor Fees <input type="checkbox"/> Certificate of Liability (may also be turned in at time of setup) <input type="checkbox"/> 3 to 5 pictures of products for sale <input type="checkbox"/> At least 1 picture of booth setup	Ogle County Fair Association PO Box 142 Oregon, IL 61061	Ogle County Fair Association	Join the Vendor-only Facebook group for the latest event updates and announcements: fb.com/OCFVendorVillage

PRINT NAME OF AUTHORIZING PERSON _____

DATE SIGNED _____

SIGNATURE OF AUTHORIZING PERSON _____

OFFICE USE ONLY BELOW THIS LINE

VENDOR NAME, BUSINESS, or ORGANIZATION _____		<input type="checkbox"/> Yes <input type="checkbox"/> No	APPLICATION # _____
DATE RECEIVED _____	VENDOR FEE _____	WAITLISTED?	
<input type="checkbox"/> Cash <input type="checkbox"/> Check #	PAYMENT METHOD _____	# SPACES RESERVED _____	TOTAL SPACE SIZE _____
PROCESSED BY _____		<input type="checkbox"/> Yes <input type="checkbox"/> No	# OF CONSECUTIVE YEARS PARTICIPATED _____
		FIRST YEAR VENDOR?	DATE PROCESSED _____