



Thank you for being a part of our Menan Independence Day Fair

Here is some information about this year's fair. Please read ALL of it. You will be responsible for following ALL of the information.

This year, our celebration is on July 4, 2024.

Keep in mind that in 2023, we counted 12,000 people. In 2021, we counted about 10,000 people. In 2019, we counted about 20,000. We can not anticipate what our numbers will be this year.

As you are filling out your information, **PLEASE PUT AN EMAIL ADDRESS THAT YOU REGULARLY CHECK AND A PHONE NUMBER YOU ACTUALLY USE.** We will be sending out information about the event. We do not sell your information!

IF YOU HAVE A TRAILER/FOOD TRUCK: Go out and physically measure your trailer/food truck. Please don't take anyone else's word for how big your trailer is! Measure the tongue, hitch, bumpers, propane tanks and racks, and anything else that is sticking off of your trailer. It ALL needs to fit inside of your booth space. Including how your door opens. Our booths bump up against each other. Your door cannot open into someone else's booth. If you come with a trailer that is too long for the spaces that you have signed up for, we reserve the right to ask you to leave. We had a lot of problems with this last year. If we have room to move stuff around and you are able to sign up for the space you need to fit your trailer, you will be charged for the extra booth(s) plus an additional \$30 per booth.

EACH BOOTH IS 10 ½ FT BY 10 ½ FT. THE BOOTHS ARE RIGHT NEXT TO EACH OTHER. YOU NEED TO STAY IN YOUR BOOTH SPACE.

Booths may open at 10:00 AM on July 4th.

Deadlines – there will be no exceptions:

- Food Booths: June 15
- All Other Booths: June 26

Refund Policy:

- If you cancel your booth before June 1, you will receive a full refund.
- If you cancel your booth between June 1 and June 10, you will receive a half refund.
- If you cancel your booth after June 10, you will not receive a refund.

Fees:

For 83434 zip code (zip code for the person signing up for the booth; or the business or owner of the business):

- Non-food, non-power: \$50
- Non-food, power: \$75
- Food, non-power: \$100
- Food, power: \$125

For non-83434 zip code:

- Non-food, non-power: \$60

- Non-food, power: \$85
- Food, non-power: \$115
- Food, power: \$140

For 220-volt power, there is an additional \$200 surcharge per vendor. We only have 3 booths (booth 20, 40, and 41) that can handle 220 power. They are first come first served. Once they are reserved, we can not open any more. If you're able to split your 220v into two 110v plugs and you reserve more than one booth, you won't be charged the extra \$200. If this is the case, please make a note in the notes section so we know that you will take up two outlets. If you don't sign up for 220v power when you sign up for your booth, you won't get 220v power. Please call for clarification, if needed.

Reminders:

- Please keep your vehicles out of the fair between 9:00 AM and midnight on the 4th of July. You are welcome to move stuff from your booth to your vehicle before midnight, but we can't have vehicles driving in the fair space. Please reach out to us if you need more information.
- Please do not use your air conditioner. It pulls too much power and trips breakers.
- Please take your bagged garbage to the dumpster to keep the garbage cans free for customers to put their garbage in.
- You can set up your booth on July 3 starting at 6:00 PM. Please don't come before 6:00 and try to set your booth up. We are busy getting things ready. Also, please check with Mikelle or Allyson to make sure you are setting up in the correct booth. You can set up on July 3 until 10:00 PM. If you can't make it by 10:00 PM, please plan to set up the morning of July 4th beginning at 7:00 AM. If you set up while we are not there and you aren't in the right spot, you will likely need to move.
- If you have issues with your power, or any other issues, on the 4th of July, please come and let us know. We are in booth #1 with the red pop up that says City of Menan. If you don't let us know there is a problem, we can't help you fix it.
- When you sign up for a booth, we reserve the right to move you for any reason. We try to keep it within 1-2 spaces. If you have an opinion about where you want to be (at the end of the row, in the specific spot you signed up for, etc.) that is a great thing to put in the notes section when you sign up.
- We will send out a list of final booth numbers in the last few days before the 4th of July. We expect that you will double check your booth space and make sure that you are okay with your booth(s). When you come to set up, you will set up according to the list of final booth numbers, unless we contact you. If we need to move you after people come to start setting up, we will contact you.
- Booths need to be paid within a week of the time you sign up or your registration will be cancelled and the booth(s) will be opened up again. After June 15, you have 3 days to pay for the booth.

Information for 2024:

All vendors need to sign up for a space and pay online. You will be able to pick out which space you want, but we do reserve the right to move you one or two spaces so we don't end up with a lot of unusable single spaces and booths do not extend out into walkways. With this change, the first person to reserve the space, gets it. We will also not be calling or sending out reminder letters for you to reserve your booth.

Questions to answer before signing up for a booth:

- Is your business or business owner's address within the 83434 zip code?
- Do you need power?
- **Do you need 220v or 110v power?** With each booth space with power, you pay for one 110v connection. If you need 220v power, there will be an additional fee. We only have 3 booths that can handle 220v power. If you pay for more spaces and can split your power into two 110v cords, you will not be charged for 220v power.
- How many amps do you draw at your highest load?

- Is your booth selling food? If you have any food items in your booth, you need to sign up as a food booth – this includes pre-packaged food. If you are ONLY selling water, you don't have to sign up for a food booth. All food vendors must also have a food permit. The links for the permits are found on the city website under the booth registration link. Please call if you have any questions. The permits must be signed up for before June 19th.
- Which side of the trailer is your serving window on? Please pay attention to where booths face on the map. If you are unsure, please contact us.
- How much square footage does your booth take up? Each booth is 10 ½ x 10 ½ feet. If you do not fit within this space, you need to order more spaces. This means all trailers, grills, tables, etc. – including your door on the back of your trailer when it is open/down. Please measure how long your trailer is, including the tongue/hitch.
- Which booth space number do you want?
- What products, food, or items you have for sale? This will be visible for other booths around you. The more specific you are, the better.
- Is there anything else you need us to know? There will be a section for additional notes. As we need to open more spaces, we will. This is a section where you can tell us if you want to stay in that booth space, or if you want to stay at the end as we open up new booth spaces. Also, you can let us know any additional information.

A few additional points of information:

- As you are picking your space, if you would like room for people to walk around your booth, you are welcome to buy the booth spaces beside or behind you to make up that room. I noticed a few vendors do this in the past. They would buy 3 spaces and center their two booths within those 3 spaces and have room for people to walk around. It worked well.
- We have planted trees between the rows 60-63 and 70-73 and also between the rows 80-83 and 90-93 on the grass. Please plan accordingly.

If you have any questions, call Allyson at the city office, or Mikelle. If you do not see your question answered here PLEASE reach out to us. Thank you.

Allyson – 208-754-8876

Mikelle – 208-313-7472 or mikellebronson@gmail.com