



Douglas County Ag Association Indoor Vendor Manager Job Description

Job Summary: The Douglas County Ag Association Indoor Vendor Manager is responsible to:

- Recruit Vendors and Non-Profit Groups to be part of the Douglas County Fair Commercial Exhibit Areas in the RCC, Johnson, Grandstand, Commercial, DNR, FFA and other indoor buildings
- In conjunction with the Vendor Committee and Outdoor Vendor Manager, create a simple/streamlined process for vendors to sign up for the Douglas County Fair
- Coordinate all contracts for vendors and non-profit groups located in the RCC, Johnson, Grandstand, Commercial, DNR, FFA and other indoor buildings
- Communicates regularly with new and previous vendors to keep them abreast of the fair season
- Maintain maps of all indoor vendor locations at the fairgrounds and work with webmaster to offer online vendor registration
- Submit required tax documentation to the State of Minnesota or Treasurer for filing
- Work with Vendor Committee, Outdoor Vendor Manager, and Lead Maintenance Manager to ensure all vendor areas are prepped and ready for the fair
 - Coordinating install of skirting and tables
 - Ensuring lighting is adequate
 - Ensuring booth locations are well maintained and appealing
 - Ensuring electric hookups available
- Vendor sign in, setup and teardown
- Ensure all vendors comply with parking requirements
- Ensure all vendor records are maintained and stored electronically in a central location and are available for review upon request
- And all other duties & responsibilities as assigned

Supervision Received: Executive Committee Liaison

Supervision Exercised: none

Working Hours: This is a salaried position along with commission for achieving vendor performance goals as set forth annually by the fair board. It is estimated that this position will have an average of 3-5 hours per week year-round with 10 - 12 hours per week required April through August and 60 hours for fairweek.