



Douglas County Ag Association Outdoor Vendor Manager Job Description

Job Summary: The Douglas County Ag Association Outdoor Vendor Manager is responsible for:

- Recruit previous and new vendors and non-profit groups to be part of the Douglas County Fair outdoor commercial exhibit areas and calorie lanes
- In conjunction with the Vendor Committee and Indoor Vendor Manager, create a simple/streamlined process for vendors to sign up for the Douglas County Fair
- Coordinating all contracts for outdoor vendors and non-profit groups
 - Man Cave Vendors
 - Bus Lane Vendors
 - Green Space
 - Grandstand Lane Vendors
 - Flea market and Farmers Market Vendors
 - Animal Lane Vendors
 - Food Vendors
 - Lions 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
- Submitting required tax documentation to the State of Minnesota or Treasurer for filing
- Working with Vendor Committee, Indoor Vendor Manager and Lead Maintenance Manager ensure all vendor areas are prepped and ready for the fair
 - All vendor spots are clearly marked and measured out prior to vendor arrival
 - Ensure Tents are set up for Mancave and other locations
 - Ensuring lighting is adequate
 - Ensuring booth locations are well maintained and appealing
 - Ensuring electric and water hookups are available and functioning throughout the fair week
- Vendor sign in, setup and teardown
- Ensuring 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 fair week.