

## CHRISTMAS FAIR BOOTH SPACE RULES

You are responsible to read and follow these rules if you want to participate in the Park County Christmas Fair. The demographics are put together on a first come first serve basis.

1. Booth spaces are 8'x 8', 8'x 16', 8' x 24'. No decorations or display material may extend beyond the booth space or interfere with other displays. Please refrain from using anything that will damage walls or floor.
2. NO flammable or explosive material may be used inside the main exhibit building. The Fire Chief will make final decision on any questionable material.
3. Amplifying devices or other equipment must be kept to the lowest point to be audible and must not interfere with other booths and activities.
4. The building is equipped with heavy-duty lines to handle 110 volts. No other wiring will be allowed unless written approval from Manager is given. The fair will not be responsible for any damage to equipment due to overloading of service outlets.
5. Walk around soliciting is allowed with other Craft Exhibitors ONLY, provided no soliciting is conducted in or near exhibits of like or similar products or no pedestrian congestion is caused in the aisles. Violation of this rule may cause exhibit to be closed by the manager and forfeiture of all fees paid.
6. **Make sure you check the items you will need (table, electricity, etc.) on the contract. Your exhibit must be in place by 7:00 P.M. the night before the craft fair opens (Friday, December 2nd), and must remain until 4:00 P.M., Saturday, December 3rd. ANY and ALL Exceptions to this rule must be agreed upon with the Fair Manager.**
7. All exhibits MUST be manned during public viewing hours.
8. You are required to sign a Commercial Lease agreement for your booth and agree to comply with all terms of the lease. **Remittance for a booth space must accompany your signed contract, ABSOLUTELY NO EXCEPTIONS TO THIS RULE. I will NOT SAVE booths waiting for money!!!**
9. You cannot sell tickets or chances on the grounds. However, you may give away free chances, drawings or have guessing contests but you MUST provide the Management with the names and addresses of all winners.
10. **Booths cannot be sold, subleased, shared or exchanged without the permission of the Management.** If for any reason a booth is canceled after the contract is signed, all monies will be forfeited unless the booth is resold, in which case 50% of the fee will be refunded. However, if the booth is canceled less than 2 (two) weeks before the crafts fair, all monies are forfeited.
11. **Your space must be occupied by 8:00 A.M. the day of the Park County Christmas Fair, Dec. 3<sup>rd</sup>, 2011. Additional tables may be available on a request basis. You MUST let us know the items you need by marking or writing on your contract. You MUST describe your craft, also. Set up can take place either Thursday, December 1, or Friday, December 2, from 11:00 A.M. until 7:00 P.M. NO ANIMALS WILL BE ALLOWED IN THE BUILDING, except for Seeing Eye dogs.**