

REQUIREMENTS FOR COMMERCIAL BOOTH DISPLAYS

Exhibit booths are available in the Main Exhibit Building and outside near the midway. Other Special locations will be assigned upon request. Certain requirements have been found necessary for the orderly display of exhibits and include the following criteria.

1. Booth spaces inside are 8'x 8', 8'x 16', 8'x24' and an outside space is 20'x 20' or 20'x 40'. Dividers are provided between each inside booth. 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 the floor.
2. ALL political parties and/or candidates will be required to rent a booth. Upon the event that all spaces are rented, the vendor shall not have an exhibit.
3. NO flammable or explosive materials may be used with inside exhibits. The Fire Chief will make final decisions on ANY questionable material.
4. Amplifying devices or other equipment must be kept at the lowest point to be audible and must not interfere with other booths and activities.
5. The fairgrounds are equipped with heavy-duty lines to handle 110-volt outlets. NO other wiring will be allowed unless written approval from the Manager is given. The fair will not be responsible for any damage to equipment due to overloading service outlets.
6. Walk around soliciting is allowed with Commercial Exhibitors ONLY: provided no soliciting is conducted in or near exhibits of like or similar products. Pedestrians causing congestion in the aisles is not allowed. Violation of these rules may cause exhibit to be closed and the manager will forfeiture all fees paid. **INFRACTIONS OF THIS RULE CAN BE REPORTED IN WRITING BY AN EXHIBITOR TO THE MANAGER ANYTIME DURING THE FAIR.**
7. Your exhibit must be in place by 8:00 p.m., the night before the fair opens (July 26th) and **MUST remain open until 7:00 p.m. on the last day (July 30th. EXHIBITORS LEAVING EARLY WILL LOSE THEIR SPACE THE FOLLOWING YEAR.** All exhibits in the building must be removed by 8:00 p.m., Saturday, July 30th, 2016 or Monday, Aug.1st, 2016, starting at 10:00 a.m.
8. **The fair management requires all Commercial Exhibits to be manned during public viewing hours, unless other arrangements are made with the manager.**

9. You are required to sign a Commercial Lease Agreement for your exhibit. Vendors must agree to comply with all terms of the agreement. A signed Lease Agreement, with full remittance for your exhibit space. A Certificate of Insurance or an Insurance Binder and a Health License are required only if you serve edible products which must accompany your lease agreement.
10. You cannot sell tickets or chances, unless agreement is obtained from the fair board and manager, prior to the fair. However, you may give away free chances or drawings or have a guessing contest. **Please provide the fair manager with names and addresses of any and all winners.**
11. **Booths cannot be sold, subleased, shared, or exchanged without the permission of the fair management.** If, for any reason, a booth is canceled after the contract is signed, all money will be forfeited unless the booth is resold, in which 50% of the rental fee will be refunded. ALL money is forfeited if booth is canceled within two weeks prior to the Park County Fair.
12. **Exhibitors may begin assembling their vendor areas at 5:00 p.m. on Monday, July 25th. Your space MUST be occupied by 8:00 p.m. on Tuesday, July 26th, or the lease will be null and void. All fees paid shall be forfeited and the space will be available for resale.**
13. ALL deliveries must arrive on the fair grounds prior to 10:00 a.m. during the fair.
14. NO posting of sale bills, handbills, or other posters is allowed in or on any building, power pole, and vehicle or elsewhere outside your immediate space.
15. The Fair Board, in its' judgment, reserves the right to reject any exhibit or display deemed not in the best interest of the fair.
16. NO animals of any kind will be allowed inside any building, unless on exhibit or on display, without prior approval by the fair management.

Our 68th Annual Fair Theme is **“Park County Fair – Fun for the Whole Herd!”**

SECURITY will be provided by a private security company from 10:00 p.m. until 6:00 a.m., Tuesday, July 26th to Saturday morning, July 30th, 2016.

****The exhibit building will be open to receive Open Class entries at 7:45 a.m. on both Wednesday and Thursday, July 27th & July 28th, 2016.