



Greetings Crafters,

The twenty-ninth annual "Old Fashioned Christmas Fair" is Saturday, December 7th 2019. The Exhibit Building will be open to our holiday shoppers from 8:00 A.M. until 4:00 P.M. Entertainment and refreshments will be available for the entire family.

Enclosed are the booth rules and the contract for securing a booth. To ensure yourself a booth space, I encourage you to respond promptly. Please return your completed contract along with the payment either in person or through the mail.

You may setup beginning on Thursday, December 5th or Friday, December 6th from 11:00 A.M. to 7:00 P.M. All vendors must be ready to operate at 8:00 A.M., December 7th, 2019.

Please provide a description of your exhibit and list any special accommodations you may need. We supply two metal chairs and include a description of your booth in the Christmas fair directory.

Please Note: Our office is open from 9:00 A.M. until 5:00 P.M.
For additional questions, comments or concerns please contact us at
406.222.4185 or email us at msquires@parkcounty.org

Sincerely,

Nicole
Nicole Divine
Director of Fairgrounds & Parks

Morgan
Morgan Squires
Facilities & Events Coordinator

CHRISTMAS FAIR BOOTH SPACE RULES / AGREEMENT

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. Make sure to inform us of the items you will need by using the contract. 2 metal chairs are included.
2. Your exhibit must be in place by 7:00 P.M. the night before the craft fair opens (Friday, December 6th), and must remain until 4:00 P.M., Saturday, December 7th. Exceptions to this rule must be agreed upon with fairgrounds management.
3. Set up can take place either Thursday, December 5th, or Friday, December 6th, from 11:00 A.M. until 7:00 P.M. The booth must be occupied and ready by 8:00 A.M. on Saturday, December 7th.
4. Booth spaces are 8'x 8', 8'x 16'. No decorations or display material may extend beyond the booth space or interfere with other displays, unless agreed upon by fairgrounds management. Please refrain from using anything that will damage walls or floor.
5. NO flammable or explosive material may be used inside the main exhibit building. The Fire Chief will make final decision on any questionable material.
6. Amplifying devices or other equipment must be kept to the lowest point to be audible and must not interfere with other booths and activities.
7. The building is equipped with heavy-duty lines to handle 110 volts. No other wiring will be allowed unless written approval from fairgrounds management is given. The fair will not be responsible for any damage to equipment due to overloading of service outlets.
8. Walk around solicitation is not allowed except to other vendors. Violation of this rule may cause the exhibit to be closed by the manager and forfeiture of all fees paid.
9. All exhibits must be manned during public viewing hours as the Park County Fairgrounds are not responsible for lost or stolen merchandise or personal belongings.
10. 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 management with the names and addresses of all winners.
11. Booths cannot be sold, subleased, shared or exchanged without permission from fairgrounds 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 weeks for whatever reason, including weather, all monies are forfeited.

***** We look forward to another wonderful Old Fashioned Christmas Fair *****

LEASE AGREEMENT FOR COMMERCIAL BOOTH EXHIBITS

“AN OLD FASHIONED CHRISTMAS FAIR”
Saturday, December 7th, 2019 from 8:00 AM – 4:00 PM

NAME: _____

BUSINESS NAME: _____

MAILING ADDRESS: _____

TELEPHONE: _____ EMAIL: _____

We will accept only 1 commercial product dealer.

DESCRIBE YOUR EXHIBIT: REQUIRED - brief description!

Set up can take place either Thursday, December 5th, or Friday, December 6th, from 11:00 A.M. until 7:00 P.M. The booth must be occupied and ready by 8:00 A.M. on Saturday, December 7th.

Please select from the options below:

Booth Space: 8' x 8' _____	\$40.00	Table: _____ (ONE/Contract)
8' x 16' _____	\$70.00	Wall Space: _____ (first come)
Requests: _____		Electricity: _____ (first come)

We will try our best to accommodate special requests.

I agree to the terms and conditions outlined in the Christmas Fair Booth Rules Agreement. I agree to the forfeiture of my rental space and fees paid if myself or any person helping me does not adhere to the rules and regulations.

SIGNATURE

DATE

Please remit this agreement and payment, etc. to:

PARK COUNTY FAIR BOARD
46 View Vista Drive
Livingston, MT 59047
406.222.4185

OFFICE USE ONLY

Date received _____ Amount enclosed _____