

# ***Pulaski County 4-H & Community Fair Association Inc.***

125 S Riverside Drive, Ste 120  
Winamac, IN 46996

pulaskicountyfair@gmail.com

## **Commercial Exhibitors/Food Vendors Contract**

This contract is being entered into by the following parties:

***Pulaski County 4-H & Community Fair Association, Inc***

***125 S Riverside Drive***

***Winamac IN 46996***

AND exhibitor/vendor:

**Exhibitor:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City** \_\_\_\_\_ **ST** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Telephone:** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ **Email:** \_\_\_\_\_

The above named exhibitor/vendor is engaged in the following business and would like to exhibit at the Pulaski County 4-H & Community Fair on and between the dates of June 24<sup>th</sup> – June 29<sup>th</sup>, 2023. Please note that attendance for the entire week of fair is expected for exhibits and food vendors.

**Business Type - Circle one:** For Profit or Non-Profit (Please provide Proof)

### **COMMERCIAL BOOTH RENTAL SPACES:**

\_\_\_ ***Indoor Spaces - Profit \$75.00 & Non-Profit \$50 for initial space –***

Additional each 8'x10' foot booth:

\_\_\_\_\_ (# of Spaces) x \$ \_\_\_\_\_ (\$75 Profit/\$50- Non-Profit) = \$ \_\_\_\_\_

### **FOOD VENDORS OR LARGE COMMERCIAL RENTAL SPACES:**

\_\_\_ ***Outdoor Spaces –***

***Non-Profit Organizations*** - \$250.00 for initial space, with any space larger than 200 square feet (20ft X 10Ft) must pay for an additional space to allow for adequate room between vendors.

Additional Spaces needed \_\_\_\_\_ X \$150 = \$ \_\_\_\_\_

***Profit Organizations*** - \$350 for initial space, with any space larger than 200 square feet (20ft X 10Ft) must pay for an additional space as defined below to allow for adequate room between vendors.

Additional spaces needed \_\_\_\_\_ X \$150 = \$ \_\_\_\_\_

**Electrical (AMPS) hook up is 220 AMPS, please make sure you have the necessary adapters. There are only a few with 50 amp service.**

**Water hook up (If one is require, please be sure you have an extra hose):** yes or no

**For Food Vendors, please identify food types you will have available:** (Keep to the items listed below, unless approve by the Fair Board President): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Rules & Guidelines to be followed:

- 1) Contracts and payment must be **received by June 1, 2023**. Late submissions will be considered, if there are available spaces after June 1<sup>st</sup>. Spaces will be provided on a first come first serve basis.
- 2) Exhibit Buildings will be opened at 10:00 AM and closed at 9:00 PM /EST (subject to reduction, if required); however, booths do not have to be manned the entire time. It is agreed that the Fair Association will take reasonable precautions for the safety of exhibits, but will not be responsible for vandalism, theft, or destruction by other means.
- 3) **ALL VENDORS**, Booths and Food, will supply a Certificate of Insurance for liability related to this event to the Pulaski County 4-H & Community Fair Association. **Food Vendors** (all booths dispensing food or beverage) must also obtain a **Food Service Permit** from the Pulaski County Health Department.
- 4) **NO gray water** is to be dumped on the ground, by order of the Pulaski County Health Department. Gray water must be disposed of by draining or dumping into the sewer lines.
- 5) Exhibitors **will not be allowed** to park their vehicles in spaces that will block or interfere with fire lanes, access roads, or entrances to buildings or entertainment areas. This applies to outdoor exhibits as well. Violators will be towed.
- 6) **Anyone utilizing ice during this event, agrees to purchase it from the Fair Association. Vendors are able to run a tab with fair board representative; however, this tab must be paid prior to departure from the fairgrounds.**
- 7) A \$20 per night camping fee will be due from any vendor approved to spend nights on the fairgrounds. **Please add \$20 X \_\_\_\_\_ (number of nights camping on fairgrounds) = \$ \_\_\_\_\_ due for camping.**
- 8) Exhibitors will be placed by the Commercial Exhibit Chairman, who will have the final say if a problem or question arises. **Warning:** Please watch your merchandise. You will be asked to remove any obscene or distasteful displays or items not appropriate for youth. If items are not removed, you will be asked to leave. No rental refunds will be issued for those asked to leave. As this is a family and community event, we have zero tolerance.
- 9) Use of spot lighting is permitted; however, due to changes in the fire code you must use heavy duty extension cords and surge protector when connecting electrical equipment. No household extension cords nor cube type splitters allowed on the grounds.
- 10) Any gas/fuel or coke tanks must be stabilized / tied down to prevent falling or being knocked over.
- 11) **ALL** tents, temporary membrane structures, and canopies shall be flame retardant and shall have a permanent affixed label bearing the identification size and fabric or material type. Per Fire Code Section 2401.2 IFC 2003 Ed. and Section 2406.2 IFC 2003 Ed.
- 12) **HOLD HARMLESS CONTRACT AGREEMENT:** I assume responsibility for my own exhibit and agree to relieve the PULASKI COUNTY 4-H & COMMUNITY FAIR ASSOCIATION, INC, THE TOWN OF WINAMAC, AND PULASKI COUNTY of liability for any damages beyond due care, including claims for loss, damage, or injury. I understand I am responsible for insurance on my merchandise and equipment at my own expense. I

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understand this is to include public liability. I agree to abide by the General Rules set forth herein and assume full responsibility for my booth. Exceptions to this contract can only be made with the approval of the Fair Board President or their designee.

**State Fire Marshall Rules apply to all vendors and commercial exhibits,  
so all must be in compliance, prior to the start of fair.**

**Total Rental Fees Due (+ extra spaces)**      \$ \_\_\_\_\_ (enter amount from page 1)  
**+Total Camping Fees Due (if applicable)**      \$ \_\_\_\_\_ (enter amount from item 7, page 2)  
=  
**Total Amount Due: \$** \_\_\_\_\_ **Check#** \_\_\_\_\_ **Paid Date:** \_\_\_\_\_

We agree to the terms of this contract and will abide by its rules and guidelines. Please accept this as an indication of our intention to exhibit and/or sell food at this year's fair.

**EXHIBITOR Acceptance of Contract:**

**Exhibitor (PRINT):** \_\_\_\_\_

**Exhibitor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Pulaski County 4-H & Community Fair Association Acceptance of Contract:**

We accept this contract and will see you at the fair! A copy of this agreement will be emailed, if requested.

**Fair Board President:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Commercial Exhibit Committee and Pulaski County 4-H & Community Fair Association, Inc.

Note: Move in for vendors will be June 22 after 1pm- 5pm and June 23<sup>rd</sup> 9am-5pm. We expect vendors to be available during the week of fair, June 24<sup>th</sup> – June 29<sup>th</sup>. Hours of operation should be posted for public visitors. It is anticipated that vendors will be available each day between 8am-9pm. Please help customers enjoy your goods, by making sure your hours are posted.

**Be sure to include all the following items to secure your space:**

- **Original Contract Signed**
- **Check made out to "Pulaski County 4-H & Community Fair Association"**
- **Copy of your Certificate of Insurance**