

**AGREEMENT FOR COMMERCIAL AND EDUCATIONAL EXHIBIT SPACE**  
**2017 BOONE COUNTY 4-H FAIR, LEBANON, IN**  
*(Vendor copy)*

1. Assigned Booth Space in Commercial Building: \_\_\_\_\_ Payment must be received with the application. *Applications received after May 15<sup>th</sup> cannot be guaranteed* the same booth space assignment as last year. Exhibitors promoting products that are inconsistent with the mission of Boone County 4-H may not be granted booth space.
  
2. Electrical Services: Each space in the Commercial Building and Blacktop Area will be equipped with one (1) 110 volt electrical outlet for the use of the Exhibitor. *No exhibit materials, tables, chairs, or supplies will be provided by Boone County 4-H Club, Inc.*
  
3. Safety and Security:
  - A. Operation of equipment or exhibits with combustible fuel prohibited.
  
  - B. Security will be provided on the 4-H grounds from 11 p.m. to 8 a.m. daily during the fair.  
  
Efforts will be made to assure ample protection and security for exhibits. Boone County 4-H Club, Inc. DOES NOT assume any financial responsibility or liability for lost or damaged items.
  
  - C. We reserve the right to be assured your display and items within, are safe and offer no danger or hazard to anyone.
  
  - D. All exhibits, tents, awnings, and displays must be in compliance with current Indiana and Lebanon Fire Code Regulations. Only personally owned tents may be used by the vendor at no additional charge. All other tents must be rented from the Boone County 4-H Fair.
  
4. Exhibit Schedule:
  - A. Exhibitor agrees to set up **Friday, July 21** 4:00 PM–10:00 PM. If anyone cannot make it Friday night, set-up will be allowed by appointment only on Saturday morning from 8 am – 10 am. To facilitate set up – appointment slots may be used to control traffic flow in building. Outside exhibits must be sure to respect neighboring exhibitors.
  
  - B. Boone County 4-H Clubs, Inc. reserves the right to fill exhibit space not occupied by noon, Friday, July 21. Refunds will not be offered for no shows. Cancellations between May 15 and July 1 will receive ½ refund. NO refunds will be granted after July 1.
  
  - C. Commercial exhibitors agree to have booth operational during the following hours:
    - 2 PM - 10 PM, Saturday, July 22
    - 12 noon – 9 PM, Sunday, July 23
    - 5 PM – 9 PM, Monday thru Wednesday, July 24 -26  
These are the hours of operation that the commercial building will be open to the public. Doors are locked at all other times. Boone County 4-H Club, Inc. is not responsible for lost, damaged, missing, or stolen articles.
  
  - D. Commercial Exhibitor agrees to LEAVE DISPLAY AND HAVE ATTENDANT IN PLACE UNTIL at least 9 p.m. on Wednesday, July 26.  
Deposit checks will be handed out at 9:00 p.m. on Wednesday, July 26.  
**Any exhibitor removing their display prior to 9 p.m. on Wednesday, July 26 will forfeit their \$50 deposit. Forfeiture of this deposit will be considered a donation to Boone County 4-H Club, Inc.**

Continued on back.....

- E. Commercial Building Exhibitors agree to remove all equipment and materials from 4-H grounds by no later than 11 PM on Wednesday, July 26. Boone County 4-H Club, Inc. is not responsible for any items left after this time.

5. Exhibit Limitations:

- A. Exhibitor agrees to use only space assigned and to return said space and surrounding area to original condition.
- B. No person or persons shall occupy the area outside their space for the intent to solicit, draw attention to their display, or self-interest.
- C. *Screws, Staples or Nails may not be driven into post in the commercial building or tents.*
- D. No food or beverage concession items may be sold without prior approval of the Fair Board.
- E. Sale of tobacco, fireworks, firearms, and alcoholic beverage are prohibited.
- F. Live animals other than 4-H entries are prohibited on 4-H grounds.
- G. The use of alcohol and drugs is strictly prohibited. Any exhibitor or their associates found to be in violation of this policy will be required to remove their exhibit and will be escorted from the fairground. Exhibitors will also forfeit their rental payment and deposit.
- H. No Laser lights

6. Parking:

No reserve parking is available.

Temporary stops for the purpose of loading and unloading prior to opening day and closing will be allowed near the area. Driveways will be kept open at all other times.

- 7. Finance charges of 2% per month will be applied to all past due invoices. If balances are not paid, customer will be responsible for attorney fees, collection agency fees, costs of collection, court costs and other expenses or fees that may apply.

8. Outdoor Vendors:

- A. Overnight Camping is not allowed at the Boone County 4-H Fairgrounds.
- B. Vendor fees will not be pro-rated. Space is leased for the duration of the 4-H Fair.

- 9. All exhibitors providing food samples and/or selling food products may be subject to Boone County Health Department regulations. For example, a vendor selling a drink mix is likely to be exempt, but if that same vendor is preparing samples and providing those samples to the public for consumption, then this vendor must comply with Boone County Health Department regulations. Vendors affected must contact the Boone County Health Department, Environmental Division, 116 W. Washington St., Lebanon, IN 46052, 765-483-4458 to determine if the regulations are applicable to their exhibit booth.