

**AGREEMENT FOR COMMERCIAL AND EDUCATIONAL EXHIBIT SPACE**  
**2018 BOONE COUNTY 4-H FAIR, LEBANON, IN**  
*(Vendor copy)*

1. Assigned Booth Space in Commercial Building (if applicable): \_\_\_\_\_ **Payment & Clean up Deposit must be received with the application. Upon receipt of payment and clean-up deposit space will be reserved. Applications received after April 10th cannot be guaranteed** the same booth space assignment as last year.
2. Electrical Services: Each space in the Commercial Building 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. **All exhibitors must have submitted payment & clean up deposit in order to have space assigned (including all outdoor space.** Spaces will be marked with your name upon set up at the fairgrounds. Exhibitor agrees to set up **Friday, July 20** 2:00 PM–10:00 PM. If anyone cannot make it Friday night, set-up will be allowed by appointment only on Saturday morning from 6:00 am – 8:00am. 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 8am, Saturday, July 21. Refunds will not be offered for no shows. Cancellations prior to June 30<sup>th</sup> will receive ½ refund. NO refunds will be granted after July 1.
  - C. 1. Commercial Building exhibitors agree to have booth operational during the following hours:
    - 9AM - 10 PM, Saturday, July 21
    - 11AM – 9 PM, Sunday, July 22
    - 5 PM – 9 PM, Monday thru Wednesday, July 23 -25

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. Commercial Building Exhibitors must provide their own tables, chairs, table coverings, set-up, draping, accessories, etc.

2. Outdoor Exhibitors – spaces around commercial building and rabbit/poultry building outdoors. Outdoor Exhibitors can open Saturday July 21 - Friday July 27<sup>th</sup> based on exhibitor preference to include flexible hours between 9am – 10pm each day. Outdoor exhibitors must stay set up through at least Wednesday night at 9pm (the same as the commercial building exhibitors). Boone County 4-H Club, Inc. is not responsible for lost, damaged, missing, or stolen articles. Outdoor Exhibitors must provide their own tables, chairs, set-up, table coverings, weather-proofing. Option to bring your own tent or commercial tent or tent rental is an option.
  - D. All Commercial Exhibitor agrees to LEAVE DISPLAY AND HAVE ATTENDANT IN PLACE UNTIL at least 9 p.m. on Wednesday, July 25. (outdoor exhibitors can choose to stay set up through Friday evening July 27th)

Deposit checks will be handed out at 9:00 p.m. on Wednesday, July 25.

**Any exhibitor removing their display prior to 9 p.m. on Wednesday, July 25 will forfeit their \$50 deposit. Forfeiture of this deposit will be considered a donation to Boone County 4-H Club, Inc.**

E. Commercial Building Exhibitors agree to remove all equipment and materials from 4-H grounds by no later than 11:30 PM on Wednesday, July 25. Boone County 4-H Club, Inc. is not responsible for any items left after this time. Commercial Building has Flea Market booths that will be set up first thing Thursday morning.

5. Exhibit Limitations:

- A. Exhibitors promoting products that are inconsistent with the mission of Boone County 4-H may not be granted booth space. (Exhibits that do not meet the criteria listed in Section 5 of this vendor agreement could be asked to remove items or exhibit space during the fair with no refund)
- 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. All items displayed or exhibited (including items for purchase) must be family friendly in presentation for the public (child viewing).
- I. All items displayed or exhibited (including items for purchase) must not reflect any racial differences.
- J. No Laser lights
- K. Exhibitor agrees to use only space assigned and to return said space and surrounding area to original condition.

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. Outdoor Vendors:

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

8. 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.