

Henderson County Fairgrounds Summer Round-Up 2018

DATE: Friday, July 6th – Saturday, July 7th, 2018
HOURS: 4 p.m. – Close

CRAFT SHOW Vendor - Exhibitor Contract

The vendor-exhibitor agrees to pay a non-refundable booth fee of **\$35.00** to participate in the Henderson County Ag Days Summer Round-Up 2018, **July 6 & 7, 2018 being held at the County Fairgrounds. GPS address is: 383 Airline Road, Henderson, KY 42420.**

Vendor-Exhibitor will be responsible for supplying tables/set-up items. Tents may be brought in if desired. Booth spots will be located under covered pavilions with overhead lighting. Vendors will be responsible for any sales tax incurred if you are selling a product. We will be advertising via social media, radio, newspaper, and fliers throughout area businesses. Please provide any logo or description of your services for us to advertise for you!

**PAYMENT IN ADVANCE REQUIRED BEFORE ENTRANCE TO FAIRGROUNDS
NO EXCEPTIONS**

PLEASE READ ALL THE INFORMATION LISTED BELOW

General Information and Contract Agreement

Deadline for advanced reservations: June 14, 2018. If deadline is not met, we cannot guarantee space.

1. Book your space now! Booth spots are available on a first come, first serve basis.
2. No repeat direct seller vendors. (Some exceptions apply, please email Charity Darling-Norman for details)
3. Three (3) vendor admission bracelets issued PER DAY and One (1) vehicle parking permit will be issued per booth rental. **NO EXCEPTIONS regarding the vehicle parking permit.**
4. Exhibitors are responsible for manning their booth during hours. No fire, flame grilling, or cooking permitted in your booth.
5. **Check-in time for vendors on Friday and Saturday: NOON-3:30:00pm at GATE #3.** All vendors will enter and exit through **GATE #3**. You may not enter the fairgrounds without checking in and receiving your admission bracelets & vehicle permit. If spots available & you have no pre-paid reservations, vendor spots are \$45 at gate.
6. ONE (1) vendor vehicle will be provided a vehicle parking permit which will be allowed to park in the vendor designated parking area. All other vehicles will need to park in general parking.
7. Please have your vendor vehicle parked in **designated vendor parking area no later than 3:30pm**. Make sure the issued VENDOR VEHICLE permit is clearly displayed on the dashboard showing your Booth#. Any vehicle parked in designated vendor parking area, **without** identifying permit will be towed at the owners' expense. **NO EXCEPTIONS.**
8. Exhibitor agrees to indemnify and hold harmless Henderson County Fiscal Court, Henderson County Parks & Recreation, Henderson County Fair Inc., and its members for any damages and/or liability arising out of injury, theft or personal property losses during said event.
9. Please be responsible and keep your booth area clean and visually appealing!
10. Please make arrangements with any staff event personnel if you need help with restocking during event hours. There will be contact numbers in your vendor packet for this purpose. We will be happy to work with you on this within reason. No vehicles will be allowed to drive inside fairgrounds during operating fair hours.
11. All vendors will enter and exit through GATE #3. NO vehicles without a vehicle permit will be allowed to enter fairgrounds during event hours. **ABSOLUTELY NO EXCEPTIONS.**

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Vendor - Exhibitor Contract

Vendor/Business Name: _____

PRODUCT or CRAFTS: _____

Contact Name: _____

Email: _____

Cell Phone: _____ Address: _____

10 X 10 Booth rental: \$ 35.00 (PRE-PAID) AT GATE: \$45.00 (if spots available)

Of Booth spaces _____ x \$35 + any additional electric = \$ _____

Electric (additional) \$ 5.00

Covered Pavilions with overhead lighting will be available- You will need to bring tables or set up items with you. Tents may be used under all pavilions.

Please read the General Information and Contract Agreement

There will be fair board members on-site Friday and staying on fairgrounds all night. Fairground Gates will be closed Friday evening after events conclude and will re-open Saturday morning.

Vendor Signature _____ Date: _____

Please enclose signed vendor form and check. Make check payable to:

"Henderson County Fair, Inc." and mail to:

**Henderson County Fair, Inc.
Attn: Vendor - Exhibitor Contract
P.O. BOX 843
Henderson, KY 42419-0843**

QUESTIONS? Please contact Charity Darling-Norman @ HCFBnorman@gmail.com