

**COMMERCIAL BOOTH REQUEST FORM
HARPER COUNTY FAIR**

Fair Dates: August 7-10,2024

Please return completed form with payment to:

Lynda Newberry, P.O. Box 327, Attica KS 67009 by August 1, 2024

For questions call/txt Lynda at 620-842-2277

Company Name: _____

Attn: _____

Mailing Address: _____

City/State/Zip: _____

Phone: _____

Email Address: _____

Brief Description of Product or Exhibit:

Electricity Needed? Yes _____ No _____ (If yes, please plan to bring an extension cord.)

Any other special Requirements?

Inside Spaces: Inside spaces are for non-food vendors only. Spaces are approximately 10' X 10'. If you need larger space, please pay the number of 10' X10' spaces that you would like and you will be assigned adjoining spaces. Please be aware that the exhibits are not located in an air-conditioned area.

_____ Number of non-food 10' x 10' inside spaces requested (\$40 each)

Spaces Outside the Blue Barn:

Outside spaces near the 4-H and open class exhibit building (Blue Barn) are \$80 each. Outside spaces do not have a set size. We will do our best to accommodate you. The number of these spaces will be limited by space. These spaces are for non-concession vendors only.

_____ Please reserve a space outside the blue barn for \$80 each. Please list approximate size of space needed: _____

Space in the Park for Concession Vendors:

Concession's vendors (selling food for immediate consumption) will be located in the park at the corner of 10th and Central. The cost will be \$150 for concession vendors. Space and electricity in this location are limited and will be assigned on a first come basis.

_____ Please reserve a Concession Vendor space for me for \$150.

Please list approximate size of space needed _____

Total amount paid: _____. Please make checks payable to Harper County Fair Board.



RULES AND REGULATIONS REGARDING COMMERCIAL BOOTH AT THE HARPER COUNTY FAIR

1. No space is reserved until commercial booth superintendent receives fee and entry form.
2. The deadline to request a commercial booth is August 1.
3. Booth locations will be assigned prior to the fair by the commercial booth superintendent on a first come, first serve basis.
4. The superintendent may not be able to ensure that each commercial booth is unique. If you would like to know if a booth is selling similar items to yours has been rented, please ask.
5. Tables and chairs are provided on a first come basis. Please plan accordingly as there may not be enough for everyone.
6. Set-up may take place beginning at 4:00 on Wednesday, August 7. If you are setting up Wednesday evening please do so by 7:30 p.m.
7. The exhibit building is open 8:00 am to 9:30 pm Thursday through Saturday.
8. Commercial concession vendors (those that sell food for immediate consumption) will be located in the park. See application form for space information.
9. Any vendor that is selling or preparing potentially hazardous foods (foods that require cold or hot holding) may be subject to inspection by the Kansas Department of Agriculture.
10. Any vendor handling food must make use of proper sanitation and hand washing practices.
11. While every precaution will be taken to prevent loss or damage, the fair is not responsible should any occur.
12. The Fair Board reserves the right to ask vendors to remove items that it deems objectionable for any reason. If the vendor does not comply, they will be asked to leave and forfeit rental fee.
13. All vendors are asked to stay until at **least 8:00 p.m. on Saturday night**. (After the parade that starts at 6:30 there is usually a crowd that comes to the Blue Barn)
14. While not required, **the Fair Board strongly recommends that booths be open the entire duration of the fair.**

Vendor's Signature: _____

Date: _____