

Mercer County Fair & Horse Show, Inc.

Jay Anderson, Treasurer and Vendor Coordinator

P.O. Box 444

Harrodsburg, KY 40330

Phone: (859)265-0959

E-mail: Jay.Anderson@mercercyschools.us

Exhibitors Information Sheet Dates: JULY 25-30, 2011

Name: _____

Address: _____

Phone: _____

Vendor Type: Check One

Food: _____ Non-Food: _____

Food vendor, please enclose a full menu of items to be offered. Non-Food Vendor, please list items to be exhibited, sold or raffled.

Space Rental Spaces will be sold in 10 ft. by 10 ft. increments. See the table below for pricing information.

Food:

First Space \$300

Second Space \$200

Additional spaces \$150

Non Food:

First Space \$150

Second Space \$125

In additional spaces \$100

Total number of spaces needed: _____

Insurance (see rules and regulations for further explanation)

A Certificate of Insurance with Mercer County Fair and Horse Show named as an additional insured must be presented to the vendor coordinator no later than July 1st. No one will be allowed to set up until this has been received and approved.

Insurance coverage can be purchased at a cost of \$125 for the week.

Check one

_____ Insurance coverage provided by vendor with Mercer County Fair and Horse Show listed as an additional insured.

_____ Insurance coverage purchased through Mercer County Fair and Horse Show at cost of \$125 for the week.

Electrical Needs

Each Commercial Booth has an electrical outlet in the form of a regular 110-volt outlet. You must provide your own heavy-duty 3-wire extension cord. Household cords will not be allowed. If you have special electrical needs, the Fairgrounds Electrician (859-265-0489) can provide additional services. However these services must be paid by the vendor. Prior arrangements must be made and payment made at the Secretary’s Office. Please list any additional electrical needs below. Please call Fair Electrician for pricing.

Deposit

The following items must be received by July 1st to reserve vendor space for the 2011 Mercer County Fair and Horse Show: 1. Completed and signed registration, 2. Copy of complete menu and/or list of items to be sold, 3. Proof of insurance, 4. Half space rental fee.

Anyone submitting later registration will be subject to a \$25 late fee assessment.

By signing below, I have read and understand the Mercer County Fair and Horse Show Commercial Vendors and Exhibitors Rules/Regulations and Lease Agreement. Failure to abide by these rules and regulations will result in forfeiture of rental fee and/or insurance fee as well as immediate removal of booth from the grounds.

Furthermore, in signing, I agree to provide the Mercer County Fair and Horse Show with the following documents by July 1, 2011, to ensure space is reserved for the Mercer County Fair and Horse Show, July 26-30, 2011. Failure to provide all documents by July 1st will result in a late fee assessment of \$25.

The following documentation must be submitted no later than July 1st, 2011, to ensure reservation of space for 2011 Mercer County Fair and Horse Show: 1. Completed and signed registration, 2. Copy of complete menu and/or list of items to be sold, 3. Proof of insurance with Mercer County Fair and Horse Show listed as additional insured, 4. Half space rental fee.

Signature _____

Date _____

MERCER COUNTY FAIR & HORSE SHOW COMMERCIAL EXHIBITORS & VENDORS REGULATIONS

Spaces

All spaces have defined sizes (10ft by 10ft) and each exhibit must be contained within the allotted space. This includes any walkways needed, tent poles, trailer hitches, and any other equipment.

Show Rules

All exhibitors and their workers must read and be familiar with the show rules. Copies of this form should be distributed to those assisting in the operation of your booth.

Passes

Each booth will receive two (2) passes per 10 ft. by 10 ft. booth rental. Everyone must have a pass to enter the gate.

Parking

There will be no parking inside the gate. Vehicles may enter the grounds anytime during the day before 5:00 P.M. to unload product, and must be out by 5:30 P.M. Vehicles will not be allowed to enter the gate after 5:00 P.M.

Electrical Supply

Each Commercial Booth has an electrical outlet in the form of a regular 110-volt outlet. You must provide your own heavy-duty 3-wire extension cord. Household cords will not be allowed. If you have special electrical needs, the Fairgrounds Electrician can provide additional services. However, these services must be paid by the vendor. Prior arrangements must be made and payment made at the Secretary's Office.

Distribution of Literature

Literature can be distributed only within the limits of your designated space. Exhibitors may not use walkways to sell products or distribute literature.

Tax Liabilities

Anyone selling merchandise must collect and remit 6% sales tax as required by law. Kentucky Revenue personnel will be present during the Fair to issue temporary Kentucky Sales Tax License to those not having a permanent license.

There is also a 3% Restaurant Tax that will be required to be paid by each Food Vendor. This will be paid to the Mercer/Harrodsburg Tourism Commission. Forms will be available at the Secretary's Office.

Booths

Booth displays must not interfere with adjacent exhibits in any way. Loud noises or music will not be permitted.

Raffles

If you are planning to conduct a drawing or raffle at your booth you must follow these guidelines:

The drawing will need to be completed before 10 P.M. on Saturday night. You must furnish the Fair Office with the name, address and phone number of the winner or winners immediately following the drawing.

Exclusives

No one in the Commercial Area has an exclusive on any items being sold. Giveaways such as rulers, balloons, pencils, etc. are allowed.

Pepsi products are the only brand of drinks allowed to be sold.

The Vendor Coordinator reserves to right to limit menu items. Menus must be submitted with registration materials no later than July 1st.

Prohibited Items

Sale of knives, firearms, concealed weapons, drugs or drug paraphernalia is strictly prohibited. Failure to comply with this rule shall subject the exhibitor and employees to forfeit space and all monies paid for rental of the space. The sale/giving away of animals including fish as prizes is also prohibited on the grounds.

Set-up and Breakdown

You must check in at the Fair Office before setting up your exhibit. All exhibits must be set up by 5:P.M. on Monday and taken down after 10 P.M. on Saturday. The Fair Management will in no way be responsible for any property left on the grounds after closing of the Fair on Saturday night.

Registration

All required materials must be received by the Vendor Coordinator by July 1st, to ensure space(s) reservation. These items include: 1. Completed and signed registration, 2. Copy of complete menu and/or list of items being sold, 3. Proof of insurance, 4. Deposit of half rental fee.

Insurance & Indemnification

To the fullest extent permitted by law Exhibitor/Vendor shall indemnify, defend and hold harmless Mercer County Fair & Horse Show, Inc., from and against any and all claims for bodily injury, death or damage to property, demands, damages, actions, causes of action, suits, losses, judgments, obligations and any liabilities, costs and expenses (including but not limited to investigative and repair costs, attorneys' fees and costs, and consultants' fees and costs) ("Claims") which arise or are in any way connected with the Mercer County Fair & Horse Show, Inc.

Each contractor shall, at its sole cost and expense, obtain and keep in force until completion of the "project," including clean up, a commercial general liability insurance contract with limits of no less than \$1,000,000 each occurrence, \$2,000,000 aggregate. The insurance required under this paragraph shall cover, without limitation, all claims for personal injury (including death) as well as claims for property or other damage which may arise from or relate to the "project," whether such injury or damage was due, in whole or in part, including but not limited to the negligence of the contractor, its respective employees, guests, agents or subcontractors. Coverage shall include premises and operations, products and completed operations, personal injury and contractual liability naming Mercer County Fair & Horse Show, Inc., P.O. Box 444, Harrodsburg KY 40330 as Additional Insured thereunder.

* A certificate of insurance naming Mercer County Fair & Horse Show as additional insured shall evidence this coverage

**Certificates of insurance as described above must be received before any transactions can proceed with Mercer County Fair & Horse Show.