

2024 Warren County Fair - VENDOR GUIDELINES

1. FAIR ADMISSION:

- a. Everyone must have a \$35 pass to enter the Fair or pay admission at the Gate. (\$12 Monday-Thursday, \$15 Friday-Saturday)
- b. A \$35 season or membership pass admits one adult and one vehicle during the week of Fair.
No replacement passes are issued! No refunds given after July 1ST for any reason.
Passes need to be picked up in the Senior Fair Office by July 15TH

2. BOOTH SET UP, FAIR HOURS, FEES, and REGULATIONS:

- a. **Vendors must set up Saturday, July 15TH from 2 PM – 5 PM or Sunday, July 14TH from 9 AM - 5 PM.**
- b. The Fair opens at 8 AM Monday, July 15TH. Anyone arriving to set up their booth after 9 AM will forfeit their space. This will be strictly enforced.
- c. Booths must remain in place from 8 AM, Monday, July 15TH, until 11:00 PM, Sat., July 20TH, 2024.
- d. **NO VEHICLES WILL BE ABLE TO DRIVE ON the MIDWAY** during Fair Hours for the safety of all Fairgoers and vendors. Gates close at 9 AM every day.
- e. Your booth must be attended at all times. When Fairgoers come to the Fair, they want to see your businesses open. Staffing can be light early in the day. However, by 3 PM, your booth must be fully opened and staffed. **On Saturday, your booth must be staffed ALL DAY LONG!**
- f. Please make the most of this opportunity to connect with potential customers/clients and get your business out there!
- g. Booth rental:
 - i. Indoor Space: 8'x6' or 16'x12', Outdoor Space: 10'x10' or 10'x20'
Booth rental is for the space only. Vendors must supply their own tent, tables, chairs, signage, etc. We do NOT have tents, tables, or chairs for rent.
Vendors will need to bring three-pronged extension cord (not all spaces have electric).
 - ii. Electricity is available but not all vendor sites have electrical access.
- h. Food and beverage vending is NOT permitted in vendor spaces.
- i. Distribution of free bottles of water is NOT permitted.
- j. According to the Ohio Department of Agriculture, no persons shall conduct any games of chance conducted for profit or any scheme of chance.
- k. You must be able to provide your own access to wifi.

3. SAFETY AND LIABILITY:

- a. Security personnel remain on the Grounds overnight.
- b. WCAS is NOT responsible for loss, damage, or theft of items. Please securely cover your display/close your tent when you leave.
- c. Booths may be left Saturday night and picked up Sunday, July 21ST, 2024, by noon. Items left after this time will be disposed of.
- d. State Inspectors will be on the grounds and examining booths during the week of the Fair. Any items not approved by the Ohio Department of Agriculture must be removed immediately.
- e. No person shall be permitted to make solicitations of any nature on the Fairgrounds except in contracted concession or commercial rented spaces. No person will be permitted to post or display signs, distribute handbills or advertise material, or sell or distribute free, any merchandise, except under contract in rented space.

4. BOOTH SPACE AND LAYOUT:

- a. Every vendor must stay within the space they have purchased. Failure to stay in your space may result in removal from the fairgrounds.
- b. Attractive booths and interactive displays will encourage those passing by to stop at your booth. Ex. Giveaways/Swag

****PLEASE RETURN PAYMENT AND PRIVILEGE CONTRACT****

PLEASE SIGN YOUR INITIALS AND DATE AFTER READING THE GUIDELINES ABOVE:

INITIALS: _____ DATE: _____