

WARREN COUNTY FAIR

VENDOR GUIDELINES

JULY 20TH – JULY 25TH 2020

Please review and adhere to the following guidelines. These guidelines are provided for a successful operation of your business at the Warren County Fair. It is important that all persons responsible for business being conducted in your rented space be aware of all procedures according to these guidelines, 2020 WC Fair Rules and ODA Guidelines.

DEADLINES: Application due: **June 1st** ~ Notification of acceptance: **June 15th** ~ Contract/Payment: **Upon Receipt of Contract**

FAIR ADMISSION:

- a. Everyone must have a pass to enter the Fair or pay admission at the Gate. (\$10 daily)
- b. A season or membership pass admits one adult and one vehicle during the week of Fair.
- c. A season or membership pass is \$30.00. No replacement passes are issued!

BOOTH SET UP, FAIR HOURS, and REGULATIONS:

- a. **Each booth must be in place by 8:00 AM on Monday, July 20th, 2020.** Vendors may set up Saturday, July 18th or Sunday, July 19th between 9AM and 5PM.
- b. The Fair opens at 8AM Monday, July 20th. Anyone arriving to set-up their booth after 8AM will forfeit their space. This will be strictly enforced.
- c. Booths must remain from 8AM, Monday, July 20th until 10PM, Saturday, July 25th, 2020.
- d. NO VEHICLES WILL BE ABLE TO DRIVE ON the MIDWAY during Fair hours for the safety of all Fairgoers and Vendors.
- e. Booth may be left Saturday night and picked up Sunday July 26th, 2020 by 3pm. Items left after this time will be disposed of by WCAS.
- f. Food and beverage vending are NOT permitted in Vendor spaces.
- g. Distribution of free water bottles are NOT permitted.

GENERAL GUIDELINES:

- a. All vendors are expected to fulfill all obligations of local, state and federal laws.
- b. Proof of liability insurance in the amount of \$1,000,000 is required, with Warren County Agricultural Society and Warren County Fair named as additional insured.
- c. No vendor space shall be operated in a manner which presents a safety hazard or nuisance to the patrons or the general public. If management deems it unsafe, unsuitable or objectionable, the vendor operations may be suspended or removed from the grounds.
- 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. Professional quality trailers, tents, stands and signage will be furnished by the vendor contracting the space, unless otherwise negotiated. No unprofessional handmade signs are permitted.
- f. All vendor and their employees are expected to conduct themselves in a professional manner and will refrain from alcohol and drug use, disparaging comments, unruly conduct, refusal to follow rules and use of foul language. Such behavior will result in expulsion from the Fair and vendor may not be invited to return to future Fairs.
- g. Each Vendor must have an area around walkways clear of stakes, poles, signs or other hazardous items and must adhere to guidelines recognized by OFMA/ Warren County Fire Code regarding safety/fire regulations.
- h. Each Vendor must confine their activity to the space assigned.
- i. Each Vendor must have a clearly defined perimeter (fence, counter, etc.) for safety of the operators and patrons.
- j. Only items listed on the contract may be offered for sale/solicitation.
- k. No campers or sleeping quarters are permitted in or behind any vendor spaces.
- l. Security personnel remain on the grounds overnight. Please cover/secure your table/booth space properly when you leave.
- m. WCAS is not responsible for damage, loss, or theft of contents in your rented space.