

2016 GLENN COUNTY FAIR
May 19 through 22
Commercial Exhibitor Agreement

Dear Commercial Exhibitor

Please read carefully the following information. It will be the policy of the Glenn County Fair in regards to you being an exhibitor at our fair. Rental amount for space is due with your returned signed contract. All other paperwork including insurance statement and resale number are due no later than **March 19, 2016** or the space is not considered sold. All commercial exhibitors will receive two (2) wristbands and two (2) parking stickers with your contract. As an exhibitor you may purchase additional wristbands at a cost of **\$30.00 each**. We ask that those extra wristbands be purchased no later than **May 16, 2016**. You may include the cost of these extra wristbands in your payment for your space when you return your signed contract. Please indicate how many extra wristbands are included in your payment. These wristbands will be held at the Fair Office until your arrival. The Parking Stickers allow you to park outside the fairgrounds interior in the fair parking lot designated by the fair management.

Vehicles inside the fairgrounds after the fair begins will be towed away at the owner's expense.

Upon your arrival on **Monday, Tuesday, or Wednesday**, we request that you check in with the Fair Office to receive your tickets and information. Office hours: 8 am to 5 pm.

Wednesday, May 18: Security begins in the Whitsett Cook building. Building opens at 8 am for set up/will close at 10 pm.

Thursday, May 19: Setup time ends at 10 am with all vehicles off fair grounds by 11 am. If you are not here/setup/ready to go by 10 am you will lose your space and forfeit any monies paid. **Fair opens at 11 am.**

Once the fair begins, security will open the building at schedule times. NO ONE will be allowed inside before or after the scheduled time.

Sunday, May 22: You may start dismantling your booth at 8 pm. Release time is 10 pm.

Monday, May 23: All INSIDE exhibits must be dismantled and removed from the Whitsett Cook building by noon.
NO EARLY TAKEDOWNS PERMITTED.

No exclusives will be granted. Fair Management reserves the right to keep duplicates at a minimum but guarantees no product or service exclusive. The Fair Management must approve any **giveaway** items, (pens, key chains, etc.) Absolutely **NO BALLONS** as giveaways.

Your booth will be professional in appearance. Each draped booth consists of 8-foot tall back and 3-foot tall side. The front of your booth must in no way obscure the adjoining exhibitors. Exhibitors selling or demonstrating food preparation must call the Glenn County Environmental Health Department to obtain a permit at (530) 934.6102 or (530) 934.6588. All drapes, hangings, curtains, drops and all decorative material shall be made from non-flammable materials, or shall be treated and maintained in flame-retardant conditions. Lights, fire alarms, electrical panel boxes, and fire extinguisher locations shall not be concealed or obstructed by any decorative material. If you are unsure if your booth decorations will pass the inspection of a Fire Marshall, contact the Fair Office. Copies of the State Fair Marshall's Fire Safety Guideline for Exhibitors are available upon request by commercial vendor. You may not block egress or exit lighting.

Microphones are allowed ONLY if the sound is No Higher than Normal Voice Level. All microphones are subject to approval by the Fair Management. TV, VCR, DVD, computer and radio equipment that is played for public viewing must be kept to the same noise level.

No roving vendors or solicitors will be permitted on the fairgrounds. All solicitations for either contributions or sale must be made from within the confines of your leased booth or display area. No person shall be permitted to distribute advertising matter, handbills, fliers, tokens or other matter upon the fairgrounds except from their rented booth or display area. All handouts shall be approved by Fair Management.

Absolutely NO drug paraphernalia or related items shall be sold or displayed at this or any fair function. No lewd or sexually explicit material or dangerous items including but not necessarily limited to: Poppers, stink bombs, caps, silly string, invisible ink, lighters, knives, swords and laser taggers can be sold, displayed or distributed on the fairgrounds. The Glenn County Fair Management at its sole discretion "May Remove and Confiscate" any items they deem objectionable or a hazard to public safety.

No checks will be accepted after May 1, 2016. After May 1, 2016, payments for commercial space must be made by cash, cashier check or money order only.

The Fair Management assumes NO responsibility for any losses or damages to vendor's property on fair property or in route to or from fairgrounds.

Please indicate that you have read this letter by signing at the bottom and returning it with your application.

Exhibitors Signature

Please Print Exhibitors Business Name