

INGHAM COUNTY FAIR
700 EAST ASH STREET
MASON, MI 48854

TELEPHONE (517) 676-2428

FAX (517)676-3733

Commercial Exhibit Space Application Form
(Fair Week - August 3-8, 2009)
PLEASE PRINT AND COMPLETE PAGE 1 AND 2

Name of Business _____

Name of Owner _____
(Name that should appear on your contract if approved for space)

Name of Manager _____
(Name of person who will run your operation at the Fair)

Permanent Mailing Address _____

City / State / Zip _____

Business Phone (_____) _____ Cell Phone (_____) _____

E-mail Address _____

Interested in donating goods or services for raffle prizes Yes _____ No _____

SAME SPACE RENTED LAST YEAR _____

INSIDE SPACE _____ Number of feet required _____
Need a Table and Two Chairs? _____ (\$25.00 Charge)

Do you need more than a 110 outlet? _____ (If yes, extra charges may apply.)
(We do not supply extension cords or step ladders.)

OUTSIDE SPACE _____ Number of feet required _____
Need a tent? _____ YES _____ NO - If yes, size _____

Note: All space (minimum of 10', additional in 5' increments) requested must include total footage needed by applicant for awnings, tanks, trailer tongues, overhangs, etc. All inside space is 9' in depth and includes standard pipe and drape.

Please list **ALL** items exhibited, sold or demonstrated. Gifts, novelties, and craft items must be **SPECIFICALLY** and **INDIVIDUALLY** listed. "Crafts" or "Novelty items" is not acceptable. If you are providing a service or handing out information, please explain exactly what you will offer. (**No drug paraphernalia, laser guns or pointers, or illegal weapons, no "FREE" vacation drawings.**) If you need more space, please include an additional sheet of paper to describe your items or services offered.

CAMPING WITHOUT AIR FOR 6 DAY PERIOD - \$70.00 - YES _____ NO _____
CAMPING WITH AIR FOR 6 DAY PERIOD - \$125.00 - YES _____ NO _____
EXTRA CAMPING DAYS WILL BE CHARGED \$17.00 PER DAY.

ALL EXHIBITORS MUST HAVE LIABILITY INSURANCE. (MINIMUM \$500,000)

CONTESTS AND DRAWINGS: Contests and Drawings must be unique to the 6 days of the Fair. Do you plan to hold a contest, a registration for a prize drawing or have a give-away?
Yes _____ No _____ Briefly describe your contest, prize drawing or give-away

REFERENCES: (New Exhibitors Only)

Please provide complete information from two fairs, hobby or trade shows or similar events at which you have sold or demonstrated your product(s) and/or exhibited your service(s).

FAIR/SHOW/EVENT NUMBER 1:

Name of Fair/Show/Event: _____
Show Address _____
Name of Contact Person _____
Daytime phone number _____

FAIR/SHOW/EVENT NUMBER 2:

Name of Fair/Show/Event: _____
Show Address _____
Name of Contact Person _____
Daytime phone number _____

PHOTO/SCHEMATIC OF EXHIBIT: (All Exhibitors)

You must enclose a clear color photograph or detailed professional schematic drawing of your exhibit or booth and include literature pertaining to your products or services. Please remember that this is an application for commercial space – this is not a contract.

AMOUNT OF DEPOSIT \$ _____ (\$50 Minimum)

SIGNATURE:

I certify the information on this commercial exhibit space application is complete and true, to the best of my knowledge.

(Signature of owner as stated on front)

Date

Rev. 08/08

**MERCHANT/ EXHIBITORS RENTAL FEES
2009 INGHAM COUNTY FAIR
AUGUST 3 THROUGH 8, 2009**

INSIDE SPACE:

We have two exhibition buildings that run side by side facing the midway. Space is **\$22.50** per linear foot, minimum 10 feet, and additional space is available in 5 foot increments. All inside space is 9 feet deep, and includes standard pipe and drape.

OUTSIDE SPACE:

LIMITED outside space available - **\$22.50** per linear foot, minimum 10 feet and additional space is available in 5 foot increments. **Please call to check availability before completing application.**

PASSES:

You receive four season passes for your 10 feet of space and one additional pass for each additional five feet. Additional passes are available for \$25.00 each. Each season pass is good for entry the full six days. You can choose to receive daily passes instead of season passes (4 season = 24 daily). Additional daily passes are available for \$5.00 each.

SIGNS:

You may request a sign for your inside booth, at no additional charge, or supply your own. If you request a sign, the name on the contract will be used, unless you specify otherwise. Requests for signs must be received by July 15.

CAMPER FEES:

LIMITED Air Conditioner Sites Available:

\$70.00 Per Camper without Air for Fair Week.

\$125.00 Per Camper with Air Conditioner for Fair Week.

Extra camping days will be charged \$17.00 per day.

LIABILITY INSURANCE:

You must have a minimum of **\$500,000.00** liability insurance and you must include the following language for additional insureds on your certificate: **THE INGHAM COUNTY FAIR BOARD, THE COUNTY OF INGHAM, AND THEIR ELECTED AND/OR APPOINTED OFFICERS AND EMPLOYEES.** A Certificate of Insurance must be on file at the Fair Office by **July 31, 2009**. Your agent can fax the certificate to (517)676-3733. Certificates will be checked. If your certificate is not in compliance, you will not be allowed to set up.

If you have any questions or suggestions on how we can serve you better, feel free to let us know. The Fair office is located at 700 E Ash Street, Mason, MI 48854 or you can contact us at 517-676-2428 or at mconarton@ingham.org.

RULES AND REGULATIONS
2009 INGHAM COUNTY FAIR

HOURS FOR ALL MERCHANTS/ EXHIBITORS, INSIDE AND OUTSIDE ARE:

AUGUST 3 - MONDAY	1:00 P.M. - 10 P.M.
AUGUST 4 - TUESDAY	11 A.M. - 10 P.M. (Kids Day)
AUGUST 5 - WEDNESDAY	11 A.M. - 10 P.M. (Senior Citizens Day & Handicapper's Day)
AUGUST 6- THURSDAY	11 A.M. - 10 P.M. (Ladies Day & Union Day)
AUGUST 7 - FRIDAY	NOON - 11 P.M.
AUGUST 8 - SATURDAY	10 A.M. - 10 P.M. (Last Blast)

DURING THE FAIR, NO DOGS OR OTHER PETS ARE ALLOWED ON THE FAIRGROUNDS, INCLUDING CAMPING AREAS, except Leader dogs, those assisting the handicapped and Police K-9 dogs. Violators will be asked to leave the Fairgrounds. Please contact the Fair office for a list of boarding kennel names and telephone numbers. **THIS WILL BE STRICTLY ENFORCED.**

By special arrangement, Fellows Kennels will care for your dog while you exhibit at the Ingham County Fair. They will accommodate your schedule, and pick up from the grounds and deliver back to you at the times you request. They are very reputable and have clean, sanitized pens with inside/outside runs. The cost is \$10.00 per night and \$5.00 pick up and delivery. Please call 517-623-0093 for more information.

SMOKING/ALCOHOL

The Ingham County Fair is a smoke free facility. No smoking inside **ANY** building on the grounds. Carry in of alcoholic beverages is also strictly prohibited.

DEPOSITS ARE NOT REFUNDABLE AFTER MAY 1, 2009.

No "A" Frames allowed. All advertising must take place inside your booth. You may not distribute flyers, balloons, novelties, etc. outside your booth, including the Midway and parking areas.

No "FREE" vacation drawings. Paid drawings or raffles must be registered with the State. Forms are available in the Fair office.

We **DO NOT** supply extension cords or stepladders. **You may rent a skirted table and two chairs from the Fair Office for \$25.00**, otherwise, please contact the Fair office if you need the names of companies who rent and deliver in this area.

You will not be able to set up or tear down your booth through the north side entrance. You may drive up or walk in at the east or west end entrances to set up your booth on Saturday and Sunday. **HOURS FOR SET UP ARE SATURDAY 8:00 A.M. - 7:00 P.M., SUNDAY 8:00 A.M. - 6:00 P.M.** Vehicles will not be allowed on the Midway on Monday, the opening day of the Fair, unless prior arrangements have been made with Fair Management.

A sign **WILL NOT** be made for your *indoor* booth unless you request it at the top of your contract. Requests for signs must be received by July 15. Also, please indicate if you want season passes or 1-day passes for your booth workers at the top of your contract. **WE DO NOT HONOR LISTS AT THE ENTRY GATES, EVERYONE MUST HAVE A PASS TO ENTER.**

Tear down of your booth **may begin on Saturday night at 10:00 pm.** You will not be able to drive in to load from the east end entrances because animals are also being released at 10:00 pm. Access to the buildings from the infield (south center entrance is available. Please do not drive into the buildings or block access during tear down. The commercial buildings are locked at **MIDNIGHT** on Saturday and will not reopen until 8 a.m. Sunday morning to complete tear down. **PLEASE**, remember that we are all tired at the end of the long week and try to be courteous to your fellow exhibitors. Early removal will result in forfeiting your opportunity to return in future years. The carnival tears down as soon as the Fair closes and with all their semis converging on the Midway, we have found that it is safer to restrict access for the vendors.