

# Johnson County 4-H & Agricultural Fair Association



250 Fairgrounds Street  
Franklin, IN 46131

## Commercial Exhibit Contract July 14- July 20, 2019

Commercial Exhibit Rules and Regulations:

**A NON REFUNDABLE DEPOSIT** OF \$25.00 for each Commercial Exhibit is due when submitting the contract. Spaces will not be assigned until balance is paid in full.

**The balance of the contract and a copy of your Commercial General Liability Insurance & Workers Compensation is due by July 1, 2019.**

***\*\*Insurance must name the Johnson County 4-H Association and The Johnson County Commissioners, as Certificate holders and as Additional Insured\*\****

*If you do not have insurance, vendors can request coverage from Johnson County Fair Association for approximately \$65.00 for the week of the fair **\*\* COVERAGE HAS TO BE APPROVED AND IS NOT GUARANTEED\*\*** Contact the Commercial Director no later than July 1, 2019 for more details.*

Set up and check in dates are as follows:

- Friday July 12<sup>th</sup> 8:00 AM – 8:00 PM
- Saturday July 13<sup>th</sup> 8:00 AM to 2:00 PM and 6:00 PM – 8:00 PM
- Sunday July 15<sup>th</sup> 8:00 AM to 10:00 AM

**ALL BOOTHS AND DISPLAYS MUST BE READY FOR BUSINESS BY 12:00 pm (NOON) Sunday July 14, 2019**

Operating hours and check out

- Fair operating hours 11:30 am – 10:00 pm daily.
- All exhibitors are required to be open and booths staffed while the fair is in operation. *Prior approval is required if vendors need to alter hours of operation.*
- Exhibits must be fully operational until at least 9:00 PM on Saturday July 20, 2019.
- Your rental space must be cleared and CLEANED by 10:00 AM Sunday July 21, 2019.
- Space rental **DOES NOT** include tables, chairs or building materials.
- The exhibitor is responsible to set up their rental space. *No fairgrounds personnel or fairgrounds equipment will be available to help set up any of the booths.*

- DO NOT encroach upon the space next to yours.
- DO NOT put anything in the aisles or blocks the aisles at any time.
- No one is permitted to solicit or distribute literature or product outside of their rental area.
- Each 10x10 space comes with 1-110v electrical outlet and 2 parking passes.

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**Non Profit Organizations:** You must include a copy of your tax exempt form (ST-105) with this contract. *Vendors selling a product are not considered tax exempt and will be required to pay the sales tax.*

Please mail contracts:

Attention: Commercial Director

250 Fairgrounds Street

Franklin, IN 46131

Checks payable: Johnson County Fair Association

Amanda Martin

Commercial Director

Johnson County Fair

(317) 422-1438

jocovendors@gmail.com