



HAMILTON COUNTY 4-H COUNCIL  
2003 Pleasant Street  
Noblesville, IN 46060-3697  
Phone: 317-776-0854

March 2023

To: 2022 Commercial Exhibitors and Other Interested Persons

Re: **2023** Commercial Display Space

Dear Exhibitor,

The Hamilton County 4-H Fair is scheduled for July 20 - 24, 2023; (Auction July 25, 2023). The Hamilton County Exhibition Center will be the location for many Extension and 4-H events and activities. The 4-H Fair Office is also located in this facility.

- All vendors may rent space in the Commercial Tent south of the Hamilton County Exhibition Center.
- Outside exhibitors (farm equipment, cars, etc.) will be east and north of the Commercial Tent area.
- The Food Court will be in the grassy area south of the Winks Building and west of the Annex Building and Exhibition Center.
- The Antique Tractor display area will be southeast of the Commercial Tent.
- There is an access road which can be used to drive to the display area DAILY for **unloading and/or loading only**. **There will be no parking in this area during the fair.** Disabled/handicap parking is available near the Annex and Exhibition Center.
- All other parking will be in the grassy area on the south side of the 4-H Fairgrounds.

Reservations and rental fees are now being taken for commercial display space at the 2023 Hamilton County 4-H Fair, **July 20 - 24, 2023**. Preference will be given to 2022 Exhibitors who **return their application and rental fee by May 1**. After **May 1** spaces will be assigned on the basis of first contract returned and so forth. The Hamilton County 4-H Council reserves the right to assign commercial spaces. **No contract will be accepted after July 14, 2023.**

### **IMPORTANT INFORMATION:**

-The Hamilton County 4-H Council wants to host a fair that feels as normal as possible. If there are any new guidelines in place by the dates of the fair we will keep you updated.

-Commercial exhibitors need to furnish their own table, chairs, etc. to use in their space.

If a location is needed to hang a banner, please request an outside perimeter space. The Hamilton County 4-H Council, Inc. has a policy that **no knives, firearms, combustible materials, drug or alcohol products/advertisements, spray string, noise makers or balloons may be used as part of a display, given away and/or sold at the Hamilton County 4-H Fair.**

**-Heavy duty tent stakes are recommended to secure personal tents.**

**COMMERCIALTENT** spaces will be approximately 10' wide and 12' deep at \$200.00 per space. Small lawn and garden equipment may be displayed in the commercial tent if the purchased space is located in a corner or along the perimeter of the tent. No animals may be displayed in the commercial tent. *No ready-to-consume foods are to be sold in the commercial tent area.*

(over please)

**OUTSIDE DISPLAY AREAS (Not Food Court)** The Commercial Tent Committee will assign locations in the commercial area based on the size and set-up of the display. Fees are determined by size of area reserved. The fees and area sizes are as follows:

- 20' x 20' - \$190.00
- 20' x 30' - \$210.00
- 30' x 40' - \$235.00
- 40' x 40' - \$250.00
- 40' x 50' - \$275.00

**FOOD COURT**

- 4-H/Extension related group                      20' x 20' - \$190.00
- Non 4-H/Extension related group                20' x 20' - \$300.00

**CANCELLATION CLAUSE** - If you cancel your rental, your rental fee will be refunded only if your space can be rented to another renter before 8:00 a.m. on Friday, July 14, 2023 or if the Hamilton County 4-H Council changes the participation of vendors at the fair. Otherwise, your fee will not be refunded.

**MINIMUM RECOMMENDED HOURS** - The 4-H Council requests that commercial areas be staffed during the following hours when the buildings are open:

- Thursday, July 20                                      10:00 a.m. - 9:30 p.m.
- Friday, July 21                                         10:00 a.m. - 9:30 p.m.
- Saturday, July 22                                     10:00 a.m. - 9:30 p.m.
- Sunday, July 23                                        12:00 noon - 7:00 p.m.
- Monday, July 24                                        12:00 noon - 7:00 p.m. (Food Vendors)**

Food Court Vendors have the option to arrive earlier and stay later each day. Food court vendors have the option to open on Wednesday, July 19, for livestock check-in and various pre-fair activities. (Suggested hours would be 12:00 noon to 8:00 p.m.) Food Court vendors also have the option to be open on Tuesday, July 25, for the Livestock Auction from 4:00 – 7:00 p.m.

Commercial exhibitors may set up their display on Wednesday, July 19 between the hours of 8:00 a.m. and 6:00 p.m. or Thursday, July 20, before 10:00 a.m. **ALL DISPLAYS MAY BE REMOVED FROM THE TENT ON MONDAY, JULY 24 between the hours of 8:00 a.m. and 12:00 p.m.** Electrical wiring may be removed from the large tent on Tuesday, July 25 and the tents will be taken down on Wednesday, July 26.

**All vendors will clear the 4-H Fairgrounds of all trailers, machinery, equipment, etc. by Sunday, July 30, 2023 or equipment will be towed at owner's expense.** There will be no further notification of these dates and times to remove your display.

**SECURITY** - will be provided from 6:00 p.m. to 10:00 a.m. every day, beginning July 19. Security on Sunday, July 23 will be provided until 12:00 noon. Security will end at 10:00 a.m. on Monday, July 24, 2023 in the commercial area ONLY. It will continue elsewhere longer.

**INSURANCE** - Exhibitors assume liability for any loss arising from your activities in the Commercial Tent and/or Outside Display Areas, and will indemnify the **Hamilton County 4-H Council, Inc.** and **Hamilton County Board of Commissioners** from any liability for such loss. Each exhibitor must have a CERTIFICATE OF INSURANCE on file . - **THERE WILL BE NO EXCEPTIONS.**

The certificate should show Comprehensive General Liability coverage, including products, with the following limits:

Bodily Injury Per Person	\$100,000
Per Occurrence	\$300,000
Property Damage	\$ 50,000

Generally, there is no cost involved in obtaining a Certificate of Insurance. Homeowners insurance may not cover craft items or in-home businesses but a rider could be added to the policy. Please contact your insurance company and ask them to send the 4-H Council a Certificate of Insurance before July 14. **You will not be allowed to set up your display unless the Certificate of Insurance is on file.** The Hamilton County 4-H Council, Inc. will not be responsible for lost, stolen or damaged property and will not assume any liability or responsibility for any display or part of a display in the Commercial Tent Area.

**ELECTRICITY** - Each commercial display area will have access to one 110 volt electrical outlet with 500 watts (4.5 amps). Any other voltage and/or higher amps needed above this basic service will require extra wiring by the 4-H Fairgrounds electrician. The vendor requesting the additional service must pay a charge of \$30.00 for each additional circuit installed. The Commercial Tent Committee will need to know of these extra service requests by **July 7, 2023** in order to forward requests to the electrician. **Any requests received after that date will be assessed a \$15.00 late fee** in addition to the regular charge. Exhibitors will need to furnish their own extension cords (unless it is over 50 ft. to the outlet source).

All receptacles are ground fault protected to comply with national and local electrical codes. All appliances/equipment must have 3-wire grounded cord and may be inspected by the 4-H Fairgrounds Electrician. If any appliance/equipment causes the circuit to be interrupted repeatedly, the vendor will be asked to repair, replace or remove that piece of equipment.

Call the Extension Office (317-776-0854) and ask for Bernie if you have questions. The 4-H Council hopes the 2023 Hamilton County 4-H Fair will be safe and successful for all.

Sincerely,



David Brost  
Chairman  
Commercial Tent Committee

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Enclosures

The Hamilton County 4-H Council is under the legal authority of the Director of Extension at Purdue University.

*It is the policy of the Purdue University Cooperative Extension Service that all persons have equal opportunity and access to its educational programs, services, activities, and facilities without regard to race, religion, color, sex, age, national origin or ancestry, marital status, parental status, sexual orientation, disability or status as a veteran. Purdue University is an Affirmative Action institution. This material may be available in alternative formats.*