

**2024 STEUBEN COUNTY 4-H FAIR BOUTIQUE & CRAFT SHOW**  
**SATURDAY, JUNE 22, 10 AM – 4 PM**

Please complete and return by May 15, 2024

Name of Business/Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Type of Product/Business (Please be specific): \_\_\_\_\_

<b>Please reserve the following space(s):</b>	<b>COST</b>
_____ 10'x10' outdoor spaces (non-electric) @ \$20	_____
_____ 10'x10' outdoor spaces (electric) @ \$25	_____
<b>Total Amount Due</b>	<b>_____</b>

**INSURANCE INFORMATION:** The Steuben County 4-H Fair Board does NOT carry product liability insurance on their vendors and requires food vendors to show proof of product liability insurance.

\_\_\_\_\_ Yes, we carry product liability insurance.

\_\_\_\_\_ No, we do not carry product liability insurance.

If the following information is readily available, please give:

Policy Number: \_\_\_\_\_

Name of Company: \_\_\_\_\_

I/we have read the Steuben County 4-H Boutique & Craft Show rules and agree to abide by them.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Payment must be submitted by cash or check. Please make checks payable to the **STEUBEN COUNTY 4-H FAIR BOARD**. Return this form with payment to the Steuben County Extension Office, 317 S. Wayne, Suite 1A, Angola, IN 46703 by **May 15th**.

For office use only:

Date Received: \_\_\_\_\_

Payment Received:

Check: # \_\_\_\_\_

Cash

Confirmation Mailed

Space Assignment: \_\_\_\_\_

## 2024 STEUBEN COUNTY 4-H FAIR BOUTIQUE & CRAFT SHOW RULES

1. **Booth space:** Booths are 10' x 10'. They will be marked out and assigned prior to the craft show. Please make sure that your booth does not exceed these measurements and/or impede your neighbors' booths. Should you require more space please purchase the appropriate number of spaces. Exhibitors will supply their own tent, tables and chairs. Management cannot guarantee specific sites but we will do our best to accommodate special requests.
2. **Electric Spaces:** Spaces with access to electricity are limited and will be assigned on a first-come first-served basis. Exhibitors are to supply their own extension cords. All electrical devices must be UL approved and properly grounded. Cords will be rejected and/or electrical hookup will not be allowed if code is not met. The management has the right to limit exhibitors' wattage.
3. **Set-Up/Clean-Up:** Booths may be set-up 8 AM-10 AM on the morning of the show and must be completed by 10 AM. Vendors must not begin booth clean-up until 4 PM and may not move vehicles to the craft show area until that time. Please help by tidying up your booth space upon leaving and using the trash receptacles provided.
4. **Products:** Management reserves the right to ask vendors to remove items not appropriate for sale at the 4-H Fair, including but not limited to items related to/referencing profanity, tobacco, alcohol and suggestive material. **IT IS UNLAWFUL TO CONSUME OR SELL ALCOHOLIC BEVERAGES ON THE STEUBEN COUNTY 4-H FAIRGROUNDS, AND VIOLATORS WILL BE ASKED TO LEAVE.**
5. **Food Items:** Vendors may sell food items that fall under the "cottage law" provided they follow all pertinent state regulations.
6. **Direct Sale Vendors:** Direct Sales are not allowed, as we are trying to encourage a space for local, handmade goods.
7. **Raffles:** Free drawings to collect additions for a mailing list are allowed provided the free prize is awarded at the end of the show.
8. **Parking:** Parking will be available on the 4-H Fairgrounds. One (1) single day parking pass per purchased space will be provided to vendors. Vehicles must be moved out of the Craft Show area by 9:30 on the morning of the show. We will block parking near the vendor area during the show to increase visibility.
9. **Payment:** Payment is due in full upon submission of this form in order to reserve your space. Booth fees are non-refundable, non-negotiable and not transferable. This event will happen rain or shine so please plan accordingly.
10. The Steuben County 4-H Fair Board and the Steuben County Park, shall not be held responsible for any injury or loss that may arise or come to the lessee, his employees or his goods or property from any cause whatsoever while said premises are being occupied under this contract on June 22, 2024, including set up times.
11. If you have a problem or question during the 4-H Fair, please go to the 4-H Fair Office. If you have any problems prior to the 4-H Fair, please feel free to contact the Steuben County Extension Office at (260) 668-1000 Ext. 1400 or at [jlclaudy@purdue.edu](mailto:jlclaudy@purdue.edu).