

STEBEN COUNTY 4-H FAIR BOARD



President – Gary Shough
Vice President – John Wagner
Secretary – Sara Smith
Treasurer – Joanna Claudy

March 18, 2024

We invite you to be a vendor/exhibitor at our 2024 Steuben County 4-H Fair, scheduled for **June 21-27, 2024**. Space will be available on a first-come, first-served basis. If you plan to be a vendor/exhibitor, please return the enclosed reservation form to the Steuben County Extension Office no later than **May 15, 2024**. The space and rate schedule are as follows:

Indoor Commercial Exhibitors

8' X 5' space (approximate size) in the climate-controlled Lions Building \$50.00/week
Setup is permitted Thursday, June 20, 9 am-2 pm or Friday, June 21, 8 am-12 pm

Outdoor Commercial Exhibitors

25' x 20' space (approximate size) on the fairgrounds lawn; \$100.00/week
Setup is permitted Thursday, June 20, 9 am-6 pm or Friday, June 21, 8 am-12 pm

Outdoor Food Vendors (Space is limited and available on a first come, first served basis)

25' x 20' space (approximate size) on the fairgrounds lawn; \$200.00/week for the first space, \$150.00/week for each additional space, \$35/day for those staying only 1-2 days

Setup is permitted Thursday, June 20, 9 am-6 pm or Friday, June 21, 8 am-12 pm

All food vendors are required to show proof of product liability insurance by securing a certificate of insurance from their insurance agent with the certificate holder being: *County of Steuben, Steuben County Board of Commissioners, Purdue University, and Steuben County 4-H Fair Board*. This must be returned with your reservation form so it can be filed in the Steuben County Extension Office prior to the fair. Food vendors must contact the Steuben County Health Department at least thirty days prior to the scheduled event. Failure to contact the Health Department will result in your inability to operate during the 4-H Fair. This advance notice applies to all non-profit organizations as well. All non-profit organizations will be required to fill out an application, but will not be required to be inspected if they meet the exemption guidelines. Please make sure you comply with the State Food Safety Regulations. Finally, we ask that you provide a copy of your menu; this will ensure that we do not duplicate food offerings (booths will be first come, first served). **Failure to provide the prescribed certificates of insurance AND failure to provide a menu at the time of reservation and payment will result in the loss of your vendor space.**

All exhibitors/vendors are expected to remain open for the duration of the fair. Each exhibitor/vendor will be responsible for paying for entry into the fair each day. We offer weekly gate passes for \$10.00 (if purchased prior to the fair) or \$15.00 (if purchased opening day or after). Commercial exhibitors are not required to have a certificate of insurance, but are recommended to have it for self-protection purposes. The 4-H Fair Board has the right to refuse any exhibitor/vendor for any reason. Please forward all correspondence from the 4-H Fair Board to any of your representatives involved with your booth. For additional information, contact the Vendor Coordinator, Joanna Claudy, at 260-668-1000 Ext 1400. Thank you for your cooperation, and we hope to see you at the 4-H Fair in June!

Sincerely,

Joanna Claudy, Vendor Coordinator
Steuben County 4-H Fair Board

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2024 STEUBEN COUNTY 4-H FAIR COMMERCIAL EXHIBITOR RESERVATION FORM

Please complete and return by May 15, 2024

Name of Business/Organization: _____

Contact Person: _____ Type of Exhibit/Business: _____

Address: _____ Phone: _____

Email: _____

Please reserve the following space(s):	COST
_____ 8' x 5' indoor spaces @ \$50/week	_____
_____ 25' x 20' outdoor spaces @ \$100/week	_____
_____ 25' x 20' outdoor food vendor spaces @ \$200/week (first space)	_____
_____ 25' x 20' outdoor food vendor spaces @ \$150/week (additional spaces)	_____
_____ 25' x 20' outdoor food vendor spaces (1-2 days only) @ \$35/day	_____
_____ Weekly Fair Passes @ \$10.00 each	_____
Total Amount Due	\$ _____

Is electricity needed? No Yes If yes, do you need 110V or 220V? _____

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. Other exhibitors should complete the following:

_____ 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 Commercial Exhibitor's Regulations and agree to abide by them.

Signature Date

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**.

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2024 STEUBEN COUNTY 4-H FAIR COMMERCIAL EXHIBITOR REGULATIONS

I/we hereby agree to abide by the following conditions:

1. The lessor or management, 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 21-27, 2024, including set up times on June 20, 2024. All food exhibitors are required to have product liability insurance. **Proof of insurance must be provided with reservation form.**
2. I/we agree to obey all fire regulations. If said premises should be destroyed by fire or if any cause whatsoever makes it impossible to have the Steuben County 4-H Fair, the lease shall terminate and the lessee waives all claim for damages.
3. Booth setup must be completed by 12 PM on Friday, June 21, 2024.
4. Small visible signs denoting items for sale or name of organization may be used. It is to your advantage to display some type of sign, which would promote your business.
5. Exhibitors will supply their own tables and chairs.
6. I/we agree to accept booth space assigned, in the event preferences are not available.
7. The Steuben County 4-H Fair will supply electrical power. The management has the right to limit exhibitors' wattage. 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.
8. Parking will be available on the 4-H Fairgrounds. Exhibitors will NOT be permitted to park next to the commercial area.
9. The 4-H Fair Board reserves the right to ask vendors to remove items not appropriate for sale at the 4-H Fair.
10. State taxes must be paid by vendors.
11. Food prices must be posted. This price should include sales tax.
12. Exhibitors and vendors are responsible for safeguarding their own belongings. Please report any thefts. Overnight stay at the 4-H Fair is prohibited. Night security will be provided on the fairgrounds 10 PM to 6 AM nearly each day.
13. Fees are non-refundable, non-negotiable and not transferable. The 4-H Fair will be held rain or shine, so money will not be refunded due to weather.
14. Indoor vendors are permitted to tear-down on the evening of Wednesday, June 26 as the 4-H Auction is the only public event on Thursday, June 27. Food vendors are asked to not begin tear-down and/or removal before 2 PM on Thursday, June 27, 2023. Tear-down and/or removal is requested between 2 PM and 8 PM on Thursday, June 27, 2023. Security will NOT be available the night of July 27.
15. **IT IS UNLAWFUL TO CONSUME OR SELL ALCOHOLIC BEVERAGES ON THE STEUBEN COUNTY 4-H FAIRGROUNDS, AND VIOLATORS WILL BE ASKED TO**

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LEAVE.

16. **COMPLIANCE OF RULES:** Only those in complete compliance of the rules will be invited to participate at next year's 4-H Fair. If rules are not complied with, the exhibitor will be asked to leave, and fees will not be refunded. The Steuben County 4-H Fair Board has the final decision. The Steuben County 4-H Fair Board has the right to refuse any exhibitor/vendor for any reason.
17. 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.
18. Booths having drawings need to publicly announce the winners of the drawings. This will be done before the 4-H Auction begins on Thursday, June 27 at 10 AM. Vendors are asked to retain a copy of the drawing winners for future reference.
19. A second assigned concession booth can be rented **ONLY** if one booth remains fully staffed and maintained during the week of the 4-H Fair. The second booth must have an approved canopy.

I have read the above 2024 Steuben County 4-H Fair Commercial Exhibit Regulations and agree to abide by them.

Business/Organization: _____

Printed Name

Signature

Date

Food Vendor Menu:

What I would like to have announced about my business during the large events:

