

# STEBEN COUNTY 4-H FAIR BOARD



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

We invite you to be a vendor/exhibitor at our 2024 Steuben County 4-H Fair, scheduled for **June 20-26, 2025**. Space and provided electricity will be available on a **first-come, first-served basis**. Full week vendors will have a priority on provided electricity.

We are happy to have food trucks for the whole week or for just a day! Please consider what works for your business, we want to have lots of food options offered at our fair!

The space and rate schedule are as follows:

## **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,
- \$50/day for Friday/Saturday/Sunday
- \$35/day for Monday/Tuesday/Wednesday/Thursday

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 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.**

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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). 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.

More information will be provided at a later date about exact locations and set up. You will also be contacted at a later date for promotional information, we hope to advertise all of our food options more this year!

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## 2025 STEUBEN COUNTY 4-H FAIR COMMERCIAL EXHIBITOR RESERVATION FORM

Please complete and return by May 15, 2025

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

Contact Person: \_\_\_\_\_ Type of Exhibit/Business: \_\_\_\_\_

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

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

**Please reserve the following space(s):**

\_\_\_\_\_ FULL WEEK food vendor spaces @ \$200/week (first space)

\_\_\_\_\_ FULL WEEK food vendor spaces @ \$150/week (additional spaces)

\_\_\_\_\_ BY THE DAY WEEKEND food vendor spaces @ \$50/day (check day(s) attending)

\_\_\_Friday \_\_\_Saturday \_\_\_Sunday

\_\_\_\_\_ BY THE DAY WEEKDAY food vendor spaces @ \$35/day (check day(s) attending)

\_\_\_Monday \_\_\_Tuesday \_\_\_Wednesday \_\_\_Thursday

\_\_\_\_\_ Weekly Fair Passes @ \$10.00 each

**Total Amount Due** \$ \_\_\_\_\_

Would you prefer to hook up to our electricity (priority given to full week vendors)? \_\_\_No \_\_\_Yes

Are you able to provide own power if needed? \_\_\_\_\_No \_\_\_Yes

If you need power, 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. If the following information is readily available, please give now, or provide prior to the Fair:

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

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

\_\_\_\_\_  
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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Food Vendor Menu (Just give us an idea!):

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