

May 3, 2011

To: Riley County Fair Exhibitors

Re: Commercial or Educational booth space at the 2011 Riley County Fair
July 21 - July 25 at Cico Park, Manhattan, KS

The time has come to reserve your booth space for the Riley County Fair. The available exhibit space is outdoors, lining the walkways between the parking lot, Pottorf 4-H Exhibit Hall, and the other fairgrounds facilities. An enclosed map depicts the available space. Note: Applications should be received by June 3 for priority assignment.

The frontage space for the public access portion of your exhibit will be in 10 foot wide blocks. We can allow for a 15 foot depth if required. Please indicate if your exhibit will require more depth than 15 feet. You can go to the Fairgrounds and inspect the exhibit space before indicating a location preference if you wish. Electricity hook-ups are available, however you need to furnish your own extension cords. The enclosed map shows the location and capacity of electrical outlets. The Riley County Fair board is unable to modify (direct wire) electrical boxes for extraordinary needs. Those who need more electricity, than can be provided should bring a generator. **You must** specify the number and type of outlets (110 or 220) you'll require to be assured that you'll receive appropriate services.

The electrical system now has adequate power outlets within 50 feet for all vendors. Due to regulations, all extension cords **MUST BE 12 GAUGE/3 WIRE CONDUCTOR** with a maximum of 50 feet. A shorter length of cord may be adequate depending on the distance to the outlet. **No smaller gauge of cord WILL BE ALLOWED.** This type of cord is extra heavy duty and will carry any kind of appliance you may be using during the fair. Because it is not the most popular type of cord, it may not be available in all stores. We will have a list of local electrical suppliers that carry these types of cords in 25 or 50 foot lengths. You are also welcome to check with your local electrical suppliers before arriving at the fairgrounds.

Alcohol is not allowed on the fairgrounds. Please allow room for awnings, ropes and other tie downs **within your allotted booth space.** This rule will be enforced and any awnings or tie downs outside of your booth space will be removed. This will alleviate problems with your booth neighbors. **Also, note that the Riley County Fair Board does not limit the number of vendors who may sell the same item. Please take this into consideration before you return your contract.**

Space will be assigned beginning June 6 based on the previous year's exhibit location, your location preference and the date of the returned contract and availability of requested services. An acceptance letter will be sent once you have been assigned space. Exhibitors can inspect their assigned location at the Fair office on Wednesday, July 20 after 2:00 p.m. Exhibits can be moved in beginning Wednesday, July 21. Overnight security will be available from Thursday evening through Monday morning, July 25. **All booths must be in operating order by 5:00 p.m. on Thursday, July 21 and can not removed from the grounds until after 9:00 p.m. on Monday, July 25th.** The fair grounds hours are 8:00 a.m. until 10:00 p.m. each day, and the Riley County Fair Board requires vendors to be open each day. **Vendors must be open for business daily from 5:00 p.m. to 9:00 p.m. Additional hours are at the discretion of the vendor. Vendors who leave early will not be allowed to return in future years.**

If you have any questions, contact myself or Lynne Berry at (785) 537-6350 or FAX 537-6353.

Sincerely,

Jennifer R. Wilson
County Extension Director

CONTRACT FOR EXHIBIT BOOTH SPACE

2011 Riley County Fair

All spaces are **10 foot wide** with approximately 15 foot depth. Booth spaces 23-36 no trailers are allowed due to the slope of the ground. All booths have electricity available. There are a limited number of 220 hookups. The cost of each space will be \$135. Commercial Food and Drink Vendors will be charged an additional \$140.00 non-profit Food and Drink Vendors will be charged an additional \$70.00

Number of 10 X 15 booths needed _____. Please mark below your first three choices of area for your block of space.

1st Choice - Block space ____ through _____ **2nd Choice** - Block space ____ through _____

3rd Choice - Block space ____ through _____

1) Please note if a section of block spaces will not accommodate your needs and your reason why:
_____.

2) Give a brief description of your exhibit and its content. **Note: The Riley County Fair Board does not limit the number of vendors who can sell a particular item.** _____
_____.

3) Please list all electricity requirements—number of outlets needed--- _____ 20 amp 110, _____ 50 amp 220

4) List the depth of exhibit space required if greater than 15 feet. _____

5) Indicate any special access requirements to the exhibit area (need to back in a trailer, etc.)
_____.

(Please allow enough frontage space for trailer awnings, tent tie downs, necessary walking space or other clearance you may need).

# of booths x \$135	=	_____	FAIR BOARD WILL ONLY
Commercial food vendor	+	_____	ACCEPT CASH OR MONEY ORDERS
Non Profit food vendor	+	_____	----- NO CHECKS
Total Due	=	_____	

The total amount due must be returned with this contract. This fee is non-refundable. If the booth is not set up by 5:00 p.m. on Thursday, July 21, the space will be assigned to someone else. You must have this booth in operation by **5:00 p.m. Thursday, July 21** and will not remove it from the grounds until after **9:00 p.m., Monday, July 25TH**.

Organization and contact person - _____

Address - _____

Phone with area code - _____ E-Mail Address - _____

How is the best way to contact you during June 1 through end of July? E-Mail or US Mail

Return application and payment to: **Riley County Fair Board, 110 Courthouse Plaza, Manhattan, KS 66502**

Full payment is expected with application.

OFFICE USE ONLY: Amount paid _____ Owe _____ Booths assigned _____
