



PUTNAM COUNTY AGRICULTURAL FAIR
APPLICATION FOR OUTSIDE EXHIBITOR/CONCESSION
** This is not a guarantee of acceptance – Please PRINT **

PO Box 400 /
 118 Fairgrounds Rd.
 East Palatka, FL 32131
 putfair@gmail.com
 386-328-3247
 PutnamFairAndExpo.com

VENDOR: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP _____

E-MAIL ADDRESS: _____

BUSINESS PHONE # (_____) _____ FAX # (_____) _____

CONTACT NAME: _____ CELL PHONE # (_____) _____

PLEASE NOTE: *your booth will only be allotted the footage you pay for. You need to allow room to open doors on ends and/or access to any serving windows, awnings and trailer hitches that will be between you and your neighboring vendor. Planning is made based on the information you provide. We are not responsible for inaccurate information and may not have additional footage to allow any on-site additions or changes. *You are supplied with TWO daily entry passes. If you need more, please indicate below.

ACTUAL Road Frontage measurements of your booth. Box size: _____ Full opened dimensions Awning to Awning: _____

Booth Footage requested _____ FT. X **\$20/foot** (Commercial and Non-Profit) = \$ _____

Electric @ booth 110v \$90 220v – 30amp \$180 50amp \$270 100amp \$360 \$ _____

Gray water tank @ booth requested yes no if yes charge is \$75 \$ _____

Stock Truck(s) 110v = \$10/day 50amp = \$20/day # of trucks _____ X # days _____ X \$ _____ = \$ _____

Stock Tag #(s) _____

Camping Fee (for camper/rv AND stock truck campers) Number of days _____ X **\$30 per night** = \$ _____

RV Tag #(s) _____

Additional Weekly Entry Tickets – 1 entry per each day of the fair # additional weekly entry _____ X \$30 each = \$ _____

TOTAL DUE \$ _____

*Make all checks payable to the **PUTNAM COUNTY FAIR AUTHORITY, INC.** (or **PCFA**) for the FULL and CORRECT amount.

*Mail all correspondence to: Putnam County Fair Authority, Inc., PO Box 400, E. Palatka, FL 32131

***Your FULL PAYMENT AND COMPLETED APPLICATION must be received and confirmation returned to you by fair office no later than Friday, Jan. 7, 2022, in order to ensure your space will be held and available for the coming fair. This allows time to fill your slot if you are not returning.**

By signing below I indicate that I have read the Rules and Regulations as provided herein. I agree that I fully understand them and further agree to abide by all.

 VENDOR

 DATE

Check that you have included ALL of the following information?

- ____ Completed Application with signature (Return pgs. 1 & 2 only. 3 & 4 are for you to keep)
- ____ Check or Money Order for FULL PAYMENT
- ____ Complete list of ALL items being sold and their prices
- ____ a current photo of your booth/concession trailer fully set up and fair-ready (this is needed EVERY year)
- ____ Insurance Certificate (as indicated in Rules and Regulations)
- ____ Sales Tax Certificate (as indicated in Rules and Regulations)

OFFICE USE ONLY

Payment: _____

Date: _____

Payment: _____

Date: _____

Notes: _____

Space # _____

PUTNAM COUNTY AGRICULTURAL FAIR

RULES & REGULATIONS

OUTSIDE EXHIBITORS / VENDORS / CONCESSIONS

Fair will be open **Friday, March 18, thru Saturday, March 26, 2022**, for a total of 9 days.

DAILY HOURS: Your booth is REQUIRED to be open the following times, unless otherwise noted by fairgrounds or marked as optional.

Friday,	Fair Open to the Public	5:00 P.M. – 11:00 P.M.
Saturday	Fair Open to the Public	12:00 P.M. – 11:00 P.M.
Sunday	Fair Open to the Public	12:00 P.M. – 9:00 P.M.
Mon – Fri	Fair Open to Public	5:00 P.M. – 11:00 P.M.
*Wednesday	Senior Citizens Day	10:30 A.M. – 3:00 P.M. *optional
Saturday	Fair Open to Public	12:00 P.M. – 11:00 P.M.

1. If you were a vendor in the prior year and wish to secure your space for the current year you **MUST** submit all required information to the Fair Office no later than the deadline established on application. Any late applications will not be guaranteed space.
2. Each concessionaire or commercial exhibitor is required to produce insurance coverage for public liability, bodily injury, and property damage. An insurance certificate, with a valid signature, assigning the **Putnam County Fair Authority, Inc.** listed as additional insured must be submitted to the Fair Office before concessionaires or vendors will be allowed on fair grounds. Proof of insurance **MUST** be provided or NO spaces will be granted.
3. The Fair Authority will be the final arbiter of all disputes. All concessionaires and exhibitors must abide by written and verbal rules established by the Fair Authority. Failure to observe these Rule and Regulations may result in cancellation of this contract during the event, the concessionaire will be allowed four (4) hours to remove all equipment and trailers. NO REFUNDS of any money already paid for space or privilege will be made.
4. The Putnam County Fair Authority, Inc. will determine the location and dimensions of all concessions and exhibit spaces.
5. NO Sub-Leasing will be permitted.
6. NO alcoholic beverages, drugs, vulgar language or inappropriate posters, pictures, music, etc., will be tolerated.
7. Payment for space must be paid in full no later than **Friday, January 7, 2022**. Any late entries may be filled by fair at any time past the due date.
8. Concessions and exhibitors must be in place and ready to serve the public no later than Thursday prior to opening and must remain until closing date and time of the fair. Early breakdown of concessions may result in exclusion from future events.
9. Each concession and exhibitor will be responsible for maintaining and the disposal of your waste water (holding tanks required). All cost associated with maintaining and disposal of waste water are the responsibility of the exhibitor. If marked on application the fair will secure tanks for you. One tank may be shared by multiple vendors.
10. **NO** standing in walk ways to solicit for signatures, or to sell any merchandise. These activities must be done from inside your exhibit space.
11. Each concession or exhibitor is required to furnish trash containers and bags for their area. Clean around your own concession space area **AT THE CLOSE OF EACH EVENING**. Place full trash bags next to the trash bins for removal the following morning. **FAILURE TO CLEAN AREA MAY RESULT IN A \$50 FINE PER INFRACTION**.
12. Management reserves the right to remove from the grounds any articles, exhibits, shows or concessions, or any part thereof, or any appurtenances thereof, including banners, signs or advertising matter which may be deemed unsuitable or objectionable, which action shall exonerate the management from any and all claims whatsoever on the part of the Exhibitor or Concessionaire. **NO REFUNDS** of any money already paid for space or privilege will be made.
13. Sound amplification equipment will not be permitted unless the management grants special WRITTEN PERMISSION. Such equipment could be subject to removal if improper use is cited.
14. Any additional lighting, electrical wiring for power, water, or gas needed by the concessionaire or exhibitor will be installed and operated at your expense. Any additions or changes are subject to approval by the management.
15. Any goods or empty cases of trash not removed by exhibitor or concessionaire, which requires additional expenditures or effort by the Fair, shall be removed at the expense of said exhibitor or concessionaire. The Fair will take appropriate steps to secure reimbursement.
16. The concessionaire agrees to SAVE and HOLD HARMLESS the Fair Authority from any debt, liability or judgment incurred for any cause of action, claim of damage, liability, cost or merchandise sold, presence or operation of said concessionaire/exhibitor on the fair before, during or after the event named herein.
17. LIABILITY FOR LOSSES and DAMAGE - The Putnam County Fair Authority, Inc., shall not be responsible for any loss or damage to concessionaire/exhibitor's person or persons of concessionaire/exhibitor's employee or agents from any cause whatsoever, arising from the performance of this contract. The concessionaire/exhibitor in signing the contract expressly releases the Putnam County Fair Authority, Inc. from any and all claims from such loss, damages or injuries. Concessionaire/exhibitor must pay for any damages through carelessness or negligence of concessionaire employees or agents.

18. All deliveries (supplies, etc.) to the fairgrounds must be made BEFORE 3:00 P.M. Monday – Friday and 10:00 A.M. Saturday during the week of the Fair. Any exhibitor or concessionaire vehicle operating on fairgrounds after the set times until close each night, may result in a \$50 fine per infraction.
19. All concessionaires and exhibitors will be assessed a daily charge for any camping or motor home electrical hook-ups. Check in with Fair Office for hook-up procedures. It is the responsibility of the individual to take care of their holding tanks. We do not offer on-site disposal.
20. All concessionaires and exhibitors will be assessed an additional fee on each piece of additional equipment that requires electrical hook-up. This is in addition to your concession hook-up. (Example: Food storage containers, ice machines, etc.) See application for rates.
21. If your **stock truck is also your camper** you will be required to pay the stock truck fee as well as the camping fee as listed on the application.
22. No part of your rental space shall infringe on any other space including but not limited to sound equipment, displays that cross over into another exhibit or space, the use of anything that could damage or harm another exhibitor or their items in any way.
23. You are supplied with TWO daily entry tickets only. If you wish to pre-purchase additional tickets for your staff please indicate on your application.
24. The Fairgrounds is a Non-smoking facility. Please limit your smoking to your personal camper or off the grounds.
25. **Pet Policy** – we understand that you may travel with your pets. Pets must be secured inside your camper/vehicle/trailer at all times unless walking your pet. When walking your pet it must be held on a leash at ALL times then returned to your camper immediately. At NO time should your pet be wandering around outside or left on a leash unattended. Walking your pet should be limited to non-public areas of the Fair. You must pick up and properly dispose of any animal waste.
26. **Safety** – At any time, due to any mandates by government officials, additional social, safety or health practices may be required. You will be notified if additional procedures are in place and/or required.