



PUTNAM COUNTY AGRICULTURAL FAIR

March 22-30, 2024

APPLICATION FOR INSIDE EXHIBITOR

*** This is not a guarantee of acceptance – Please PRINT ***

If you are a NEW applicant, do not send payment with application

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

BUSINESS NAME/ ORGANIZATION NAME: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP _____

E-MAIL ADDRESS: _____

All updates will be delivered via email, please print clearly.

CONTACT NAME: _____ CONTACT PHONE # (_____) _____

If returning from the previous year Fair, do you wish the same spot this year? _____ YES _____ NO

PRICING: Based on linear front footage for all spaces. **Those returning from the prior Fair year will have first choice for their space if reserved and paid in full by Friday DECEMBER 15, 2023.** This charge is payment for the nine (9) day event.

EDUCATIONAL, CIVIC, NON-PROFIT (not selling tickets)	\$15.00 per linear foot
EDUCATIONAL, CIVIC, NON-PROFIT (selling tickets)	\$20.00 per linear foot
COMMERCIAL	\$20.00 per linear foot
POLITICAL	\$30.00 per linear foot

EXAMPLE: If you were a church handing out Bibles a 10 ft. space X \$15.00 would cost \$150.00.
OR If you are a Civic or Non-Profit organization selling raffle tickets, a 10 ft. space X \$20.00 would cost \$200.00.

AMOUNT FOR BOOTH FEE ENCLOSED _____ FT. X \$ _____ = \$ _____

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

MAIL ALL CORRESPONDANCE TO: PUTNAM COUNTY FAIR AUTHORITY, INC.
ATTENTION: INSIDE EXHIBIT
118 Fairgrounds Road, EAST PALATKA, FL 32131

I have read the Rules and Regulations and understand them. I further agree to abide by all the requirements.

BUSINESS OWNER / ORGANIZATION PRESIDENT

DATE

CONTACT PERSON IF DIFFERENT

DATE

Have you included ALL of the following information?

- ☐ Completed Application, with required signatures
☐ Check or Money Order for full payment
☐ Insurance Certificate (as indicated in Rules and Regulations)
☐ Sales Tax Certificate (as indicated in Rules and Regulations)
☐ If selling items, completed list of items being sold.

FOR OFFICE USE ONLY

Date Received _____
Paid _____
Booth # _____

THANK YOU FOR YOUR SUPPORT OF THE PUTNAM COUNTY FAIR

2024 PUTNAM COUNTY AGRICULTURAL FAIR COMMUNITY, COMMERCIAL & GOVERNMENT EXHIBITS



The Following PAGES are FOR YOU TO KEEP

- ENTRY DEADLINE:** Friday, DEC 15, 2023 by 5pm, to the Fair Office, if you want to renew your space from last year. This allows time to fill your slot, if not returning.
- SETUP DATES & TIMES:** Mon., Mar 11– Thurs., Mar 21, 2024 from 9am – 5pm
** MUST BE COMPLETED BY THURS @ 5PM! **
If you need to make special arrangements for additional times, please call 386-328-3247.
- JUDGING:** March 22nd, during Fair operating hours.
- REMOVAL:** Sunday, March 31, 2024, 9am-5pm
Or Monday, April 1, 2024, 9am – 5pm
- CONTACT:** For more information, please call the Fair Office at 386-328-FAIR (3247) or email putfair@gmail.com

Community Booths

These Booths are open to Non-Profit, Not-for-profit Organizations and private schools in Putnam & St. Johns Counties. These exhibits will embrace the community services benefitting area residents from a variety of settings including home, community, school and club activities.

Commercial Booths

These Booths are open to all commercial businesses, as space permits on a first come first served basis with priority given to past years' exhibitors and sponsors.

Government Booths

These Booths are open to all governmentally operated agencies, public schools and political candidates. These exhibits are to represent the public services and activities provided which benefit area residents.

Rules & Regulations for Exhibits

Fair will be open Friday, March 22, thru Saturday, March 30, 2024, for a total of 9 days.

DAILY HOURS: (Please Note Times as indicated below.).

Friday	Fair Opens to the Public	5:00 P.M.
Saturday	Fair Opens to the Public	12:00 P.M.
Sunday	Fair Opens to the Public	12:00 P.M.
Monday	Fair Opens to Public	5:00 P.M.
Tuesday	Fair Opens to Public	5:00 P.M.
Wednesday	Senior Citizens Day - Gate Opens	10:30 A.M.
	* Your booth being manned is optional. The exhibit hall WILL be open during this event.	
	Senior Day Program in Pavilion 1	12:30 P.M. – 1:30 P.M.
Thursday	Fair Opens to the Public	5:00 P.M. * Booth must be open at 5pm.
Friday	Fair Opens to Public	5:00 P.M.
Saturday	Fair Open to Public	5:00 P.M.
	Fair Open to Public	12:00 P.M.
EXHIBIT Closing	Mon - Sat, 10:00 P.M.. Sun 8:00 P.M.	
MIDWAY Closing	Mon - Sat, 11:00 P.M.. Sun 9:00 P.M.	

1. We request that you staff your booth during the normal operating hours, as stated above, in order for you to have optimum exposure. **Please also consider staffing your booth on Senior Citizens Day**, Wednesday of the fair (as listed above) starting at 10:30 am until 2:00 P.M.
2. Any Business or Organization, which sells product or raffle tickets, must supply a **General Business Liability Insurance Policy with the Putnam County Fair Authority, Inc. as additional insured.**

3. Any Business or Organization, which sells product or raffle tickets, must supply a **Sales Tax Certificate or a Tax Exempt Certificate** as it applies to your business.
4. Exhibitor cannot sublet their space. All rentals must be handled through the Fair Office.
5. EXHIBIT BUILDINGS will be open as follows for SET UP of display booth(s):
Monday, March 11 - Thursday, March 21*, 9 a.m. - 5 p.m.
***Thursday, March 21, will be the last day for vehicles to be driven inside the gates without a pass.**
6. All exhibits MUST be in the building and completed for display NO LATER than 5:00 P.M., the day prior to the fair opening, unless exception has been given by management.
7. **EXHIBIT may not be moved from the grounds until Sunday**, the day after the fair, from 9:00 a.m. until 5:00 p.m. All exhibits must be removed by 5:00 p.m. on Monday after the Fair ends. Any materials left may be sold to cover cleanup costs.
8. **Booths will be judged opening Friday night, during Fair operation hours**
9. Exhibitors are responsible for delivery of their supplies before and during the fair.
10. Security will begin on the Wednesday prior to the start of the Fair and remain in force until the Monday morning following the close of the Fair.
11. Rights are reserved to inspect, at any time, any show, concessions booth, stall or animal on the grounds.
12. Exhibitors showing or offering any article for sale will be considered commercial and will be charged as such according to rates set by the Board, and as listed on the application page.
13. Inside and Outside Exhibitors are responsible for building siding and backing for your booth. Each exhibitor will be responsible for furnishing materials for construction of display racks, shelves, etc.
14. Exhibitors will be responsible for their own tables and chairs if needed.
15. No crates, barrels or packing boxes will be permitted to remain within exhibit areas after the contents have been removed.
16. **NO standing in walk ways to solicit for signatures or to sell any merchandise. NO Walking around the exhibit building or outside of the exhibit building to sell or solicit. These activities must be done from inside your exhibit space**
17. **NO** Tables, Chairs, Coolers, or other items will be allowed in walk ways.
18. Exhibitors are responsible for cleaning their exhibit area.
19. ALL equipment that produces sound must be kept at a **non-disturbing** noise level.
20. Each REGISTERED Exhibitor is required to check-in at the Fair Office, between **Monday, March 18, and Thursday, March 21, 2024, 9a-5p**, to pick up Exhibitor information and entry passes. Please assign ONE person to pick up the packet. **Each person that works your booth MUST HAVE AN ENTRY PASS daily** or else they will have to pay admission to enter! The fair office will NOT hold entry passes for you. Please hand them out ahead of time.
21. **REFUNDS for cancellations will NOT be issued after Monday, February 5, 2024.**
22. The Fairgrounds is a Non-smoking facility. Please limit your smoking to outside the fences of the grounds. This includes e-cigarettes.
23. **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.
24. **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.

Judging Standards

Booth judging will be based on the point system as follows:

- | | |
|--|-----------|
| 1. Presentation - Draws attention, visually appealing, original idea/uniqueness, creativity demonstrated, effective use of space | 30 points |
| 2. Workmanship - Effort put forth, Cleanliness/neatness | 25 points |
| 3. Theme incorporated – 2024: TBD | 25 points |
| 4. Informative / Engaging - Samples, marketing material used, promotes decision and action | 20 points |

Awards

Community Booth – 1st & 2nd – Large Rosette Ribbon
 Commercial Booth – 1st & 2nd – Large Rosette Ribbon
 Government Booth – 1st & 2nd – Large Rosette Ribbon

One award to the overall Most Creative/eye catching booth – Large Rosette Ribbon