2026 PUTNAM COUNTY AGRICULTURAL FAIR
APPLICATION FOR **OUTSIDE EXHIBITOR/CONCESSION**
* *This is not a guarantee of acceptance – Please PRINT* *
If you are a new applicant, do not send payment with application.
March 20-28, 2026

Mailing Address:
118 Fairgrounds Road
East Palatka, FL 32131
putfair@gmail.com
386-328-3247
PutnamFairAndExpo.com

BUSINESS NAME: _____ Date _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP _____

E-MAIL ADDRESS: _____

CONTACT NAME: _____ CELL PHONE # (_____) _____

On-site CONTACT NAME: _____ CELL PHONE#(_____) _____

PLEASE NOTE: the footage you rent must be able to accommodate your operation fully set-up.

Actual Operational Footprint _____FT. Total Footage requested_____FT. X **$35/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 Trailers/RV/LQ's) # of Private Units _____ Number of nights _____ X $**40 per night** = $_____

Bunkhouse Fee (employee housing/housing more than 2 bedrooms) #_____ Number of nights_____ X **$50 per night** = $_____

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-Concessions 118 Fairgrounds Road E. Palatka, FL 32131**
*Your **FULL PAYMENT** AND **COMPLETED APPLICATION** must be received and confirmation returned to you by fair office no later than **December 1**, 2025 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 Signature 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 (Required annually)**
____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 # _____

Vendor:_____ Date:_____

All prices must be posted in window, in full view of the public during the run of the Fair. Any changes must be pre-approved through the Fair Office. ONLY items listed with application and approved are to be sold. Please list ALL items to be sold and their prices below. This form MUST accompany your application when returned.

ITEMS TO BE SOLD:	PRICE:

PUTNAM COUNTY AGRICULTURAL FAIR
RULES & REGULATIONS
OUTSIDE EXHIBITORS / VENDORS / CONCESSIONS

Fair will be open **Friday, March 21, thru Saturday, March 29, 2025**, 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 <u>required</u> 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. <u>Proof of insurance **MUST** be provided or NO spaces will be granted.</u>*
3. *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.*
4. *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.*
5. 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.
6. The Putnam County Fair Authority, Inc. will determine the location and dimensions of all concessions and exhibit spaces.
7. NO Sub-Leasing will be permitted.
8. NO alcoholic beverages, drugs, vulgar language or inappropriate posters, pictures, music, etc., will be tolerated.
9. **Payment for space must be paid in full** no later than **December 1, 2024**. Any late entries may be filled by fair at any time past the due date.
10. 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.
11. 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.
12. **NO** standing in walk ways to solicit for signatures, or to sell any merchandise. These activities must be done from inside your exhibit space.
13. 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.
14. 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. ***<u>NO REFUNDS</u>*** of any money already paid for space or privilege will be made.
15. 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.
16. 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.
17. 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.

18. All deliveries (supplies, etc.) to the fairgrounds must be made BEFORE 3:00 P.M. Monday – Friday and 10:00 A.M. Saturday-Sunday during the week of the Fair. Any exhibitor or concessionaire vehicle operating on fairgrounds after the set times until close each night.
19. All concessionaires and exhibitors will be accessed 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. **A Dire Need 386-325-6188**
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. 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.
22. You are supplied with Vendor badges at no charge, 1 for each person working your booth. Badges must be returned to office by 12 noon on Sunday March 30th or a charge of $20/badge will be charged to your 2026 contract**. All Vendors will enter the fairgrounds through the Exit Gate near the ticket office(ID's will be checked daily starting 1 hour prior to gates opening) or the Livestock Gate(ID's checked 24/7).**
23. The Fairgrounds is a Non-smoking facility. Please limit your smoking to your personal camper or off the grounds.
24. **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.
25. **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.