

April 9, 2024

Dear Prospective Commercial Exhibitor,

The 156th Washington County Fair is being planned and we would like to invite you to participate in our Commercial Exhibits area of the Fair.

We offer an air-conditioned building with secured 12' x 8' or 10' x 10' spaces. No tents or any motorized vehicles, equipment, or machinery will be allowed in the a/c building. Outdoor space assignments will be arranged to accommodate as many outdoor vendors as possible. This area is not on the grounds map, but feel free to contact me for additional information if you are interested.

Enclosed is the Commercial Exhibit Policy Statement and booth application. Please return your application by August 1, 2024. Upon receipt of the application, a contract will be sent to address on the application, requesting the signed contract along with payment be returned within twenty (20) days. Application for renting the entire Quonset Building must be returned by May 1, 2023.

COMMERCIAL EXHIBIT CHECK IN LOCATION: Vendors are to enter the Commercial Exhibit Gate on Old Independence Street on the East side of the fairgrounds. Check-in for the show will be Monday, September 16 and Tuesday, September 17, 2024. All check-in will be in the Commercial Exhibit Bldg.

We look forward to having you as an exhibitor at our Fair. Should you have any questions, please feel free to call the Fair Office (979) 836-4112 or Commercial Exhibit Chairperson, Linda Boehnemann at (979) 277-8488.

Sincerely,

Linda Boehnemann
Commercial Exhibits Chairperson

WASHINGTON COUNTY FAIR COMMERCIAL EXHIBITS POLICY STATEMENT

The policy statement is to specify guideline procedures in administering commercial exhibit space for the Washington County Fair. Any breach of the policy statement may result in the termination of your contract and the closure of your booth location without refund or recourse.

POLICY STATEMENT

APPLICATION PROCEDURE

- A. Commercial Exhibit Booths will be assigned as they are received in the Fair Office (post marked, brought in, e-mailed or faxed into the office). No booths will be assigned by the Fair Office. All assignments will be made by the Committee Chairperson and Committee members **and assignments made by anyone else are not binding.**
- B. Applications are available at the Fair Office at 1305 E. Blue Bell Rd. Brenham, Texas 77833, by calling (979) 836-4112 or online at washingtoncofair.com.
- C. Complete applications are due in the Washington County Fair Office on or before August 1, 2024.
- D. All questions must be answered; applications are confidential.

SELECTION PROCEDURE

- A. Exhibitors primary criteria for selection are as follows:
 - (1) Quality of products and service
 - (2) Existing number of exhibitors with similar products or service.
 - (3) Recommendations of references from other Fair's and Festivals.
 - (4) Booth photographs
- B. Donations, sponsorship or volunteer work is not considered for exhibitor selection.
- C. The Washington County Fair Association's intent is to have a selection of products and services for a desirable exhibition and to create interest to Fair Goers who visit the Commercial Exhibit's displays.
- D. Every attempt is made to avoid placing like products or services in the same building or area.
- E. The Washington County Fair Association Commercial Exhibit Chairperson/Committee reserves the right to place commercial exhibitors where they feel the exhibitor will best fit to attract the Fair Goers attention.
- F. Current year's Commercial Exhibitors are evaluated following the Fair. Criteria are as follows:
 - (1) Adhering to all policy statements, rules and regulations set forth by the Fair Association.
 - (2) Prompt and sufficient payment of booth space.
 - (3) Attitude.These criteria will determine whether the exhibitor, may or may not, be assigned a contract the following year.
- G. **Full payment is due within twenty (20) days of vendors receipt of contract. Any payment not received by the twenty (20) days deadline will void your application and the requested booth(s) will be offered to next interested vendor.** Applications received postmarked after the stated deadline could result in the application not being accepted.
- H. The Washington County Fair Association will issue a contract after the acceptance of the application. Contract must be signed and returned within twenty (20) days along with complete payment of booth space(s) or the contract will be considered void.
- I. Should all exhibit spaces not be sold, present exhibitors may give written request for re-locations of booth or extra space. These requests are to be submitted to a member of the Commercial Exhibit Committee for consideration/approval.
- J. All drawings or raffles must be approved through the Committee. **NO POLITICAL PARTY BOOTHS; NO EXHIBITOR MAY SELL OR GIVE AWAY DRUG PARAPHERNALIA, FIRECRACKERS, SMOKE BOMBS, STINK BOMBS, LASER ITEMS, KNIVES/SWORDS, BRASS KNUCKLES, FOOD OR DRINKS OR ANY ITEMS DEEMED AS UNDERSIRABLE BY THE WASHINGTON COUNTY FAIR ASSOCIATION. ADDITIONALLY, NO EXHIBITOR MAY SOLICIT SIGNATURES UPON A PETITION OR OTHER SIMILAR DOCUMENT IN CONNECTION WITH OR FOR ANY PURPOSE WHATSOEVER. THE WASHINGTON COUNTY FAIR ASSOCIATION RESERVES THE RIGHT TO DISMISS ANY PERSON OR PERSONS EXHIBITING AN UNDESIRABLE OR ILLEGAL PRODUCT**

OR PRODUCTS, OR ANY PERSON NOT ABIDING BY THE RULES AS SET FORTH BY THE WASHINGTON COUNTY FAIR ASSOCIATION

POLICY STATEMENT

ADMISSIONS:

Two (2) season passes are provided for each booth space purchased for the show of September 18 – 21, 2024. Additional season passes may be purchased for \$50.00 each, but must be requested and paid for by August 31, 2024 and request submitted with booth application. Any additional tickets needed can be purchased at the gate during the fair at current gate pricing.

BOOTH STANDARDS:

The Washington County Fair Association is not responsible for loss, theft, or damages. For your protection, your booth should be staffed at all times during operating hours. Under the terms of the exhibit contract, an individual or company may display, advertise, promote and sell their service or product. If sale of large merchandise is made, the merchandise may not be removed from the fairgrounds until the end of the Fair. Unauthorized vehicles will not be allowed on the grounds to pick up merchandise prior to the end of the Fair.

COST AND SIZE:

Commercial Exhibit Bldg. (Air Conditioned)	12'x8" or 10'x10'	\$300.00
Quonset Building (Not Air Conditioned)	12' x 8' or 10'x10'	\$175.00
Entire Quonset Building		\$2,500.00
Outdoor Booth Space	10'x10'	\$225.00
Gathering Place Covered Space	10'x10'	\$250.00

LOADING AND UNLOADING:

Set-up time will be on Monday, September 16 and Tuesday, September 17, 2024 from 8:00 am till 6:00 pm. **BOOTHS MUST REMAIN SET UP THROUGH THE FAIR DATES/HOURS. NO LATE ARRIVALS WILL BE PERMITTED AND NO BREAKDOWN ALLOWED UNTIL SUNDAY.** Vendors are responsible to provide all items needed for booth setup. Fair only provides access to a 110 electrical outlet and does not provide tents, tables, chairs, electrical cords, power strips etc. Vendors are responsible for cleaning up their booth space upon checkout, putting all trash in the trash barrels provided. Thirty (30) minutes will be allowed each day to restock your display booth between the hours of 12:00 p.m. to 1:00 p.m. and must enter through the commercial gate located on Old Independence Road. A Commercial Committee Member at the commercial gate will take your license plate number when you enter the grounds and begin your thirty-minute unloading time. **SHOULD YOU NOT REMOVE YOUR VEHICLE FROM THE FAIRGROUNDS WITHIN THE THIRTY-MINUTE TIME PERIOD, VEHICLES WILL BE TOWED AT OWNER'S EXPENSE.**

MOVE-OUT SCHEDULE:

Checkout will be Sunday, September 22, 2024 from 9:00 a.m. till 1:00 p.m. No breakdown of booths are allowed during or after closing any time during the fair dates/hours. **VEHICLES are not permitted on the grounds Saturday night.**

OPENING & CLOSING SCHEDULE:

Buildings will be open from 10:00 a.m. until 11:00 p.m. each day. Outdoor commercial exhibit booths may open anytime in the mornings once the grounds are open and may remain open until the Fair closes each day. Outdoor booths can open and close in accordance with fairground hours.

PARKING:

Parking is available at no charge in the parking lots outside the fairgrounds. No parking allowed inside the grounds at any time. Illegally parked vehicles will be towed at the owner's expense.

PETS:

Vendors are not allowed to bring pets on the fairgrounds except for service animals. Certified Service Animal Documentation must be provided during check in.

UTILITIES:

The use of 110-volt electricity is included in the commercial exhibit's agreement. Vendors need to bring extension cords, power strips, etc. as needed as well as tables, chairs, and everything needed for set up booth. For any special utility requirements – contact the Fair Office. **Do not drive any stakes into the ground.**

2024 WASHINGTON COUNTY FAIR COMMERCIAL EXHIBIT APPLICATION

All Questions On this Application Must Be Completed in Full. Incomplete Applications Will Not Be Accepted

Business Name: _____

Contact Person: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Business Phone: (_____) _____ Federal ID Number: _____

MUST CHECK ONE OF THE FOLLOWING:

2023 Vendor requesting same booth(s) _____

<u>Location Desired</u>	<u>No. of Booths</u>
_____ A/C Commercial Bldg.	_____
_____ Quonset Building	_____
_____ Gathering Place (covered)	_____
_____ Outdoor/Grounds	_____
_____ Entire Quonset Building	_____

List References of Other Fairs or Festivals Where You Have Exhibited:

Commercial exhibit spaces are assigned with product in mind. We ask that you list all products that you will be selling or displaying during the Fair. Additional products may not be sold or displayed in your booth once contract has been signed. Violation of this rule could result in cancellation of application/contract. Please attach a photograph of your commercial exhibit booth. List any additional information concerning your commercial exhibit booth:

I/we agree to abide by the Rules and Regulations and Policy Statement set forth by the Washington County Fair Association should a Commercial Exhibit Booth be available and understand this document is not a contract. Receipt of this application hereby authorizes the Washington County Fair Association to secure information concerning any of the above statements.

Signature and Title

Date