

## 2017 Pratt County Fair Commercial Exhibit Information Sheet

Return to Pam Lucas  
716 W 3<sup>rd</sup> St.  
Pratt, KS 67124

[plucas@skylineschools.org](mailto:plucas@skylineschools.org)

Please print clearly and send a photo or drawing of your booth so that we can plan the layout. Food vendors need to also attach a menu and price list.

Business Name	Contact Name
Mailing Address (include town)	Website Address
Business Phone	Cell Number
Fax Number	Email Address
SSN or EIN Number	Type Tent Booth Trailer

Items/Products/Services to be displayed or sold (Include Brand Names where applicable)

---

(Attach a separate sheet if necessary. If this list changes prior to the fair, please let us know)

Describe your booth operation by marking all that apply:

<input type="checkbox"/> Demonstration Booth	<input type="checkbox"/> Using Sound Amplification	<input type="checkbox"/> Selling Over the Counter
<input type="checkbox"/> Taking Orders-Deliver Later	<input type="checkbox"/> Provide Information Only	<input type="checkbox"/> Giveaway Items
<input type="checkbox"/> Food or Drink	<input type="checkbox"/> Non-Profit	<input type="checkbox"/> Religious

Type of Space Desired (circle one) Indoor Outdoor Either

Do you need a water hook-up? Yes No

Do you need electricity? Yes No If so what type?  
amps \_\_\_\_\_

Have you exhibited at the Pratt County Fair before? Yes No If so, what year? \_\_\_\_\_

Size of Space needed: \_\_\_\_\_ Front Footage X \_\_\_\_\_ Depth

(Footage should include awnings, tie-ons, overhangs, trailer hitches, room to operate, etc.)

**NOTE: The Pratt County Fair reserves the right to offer space based on product, building or area space available, size of space required, maintaining a balance of products throughout the Fairgrounds and attractiveness of the exhibit. ALL exhibitors must sign the hold harmless agreement included with their offered contract.**

# **2017 Pratt County Fair Commercial Exhibit Policies**

## DATES and TIMES

2017 Pratt County Fair dates are Wednesday July 19th, Thursday July 20th, Friday July 21<sup>st</sup> and Saturday July 22<sup>nd</sup>.

- 1) **You must set up between 9 am and 1 pm on Wednesday, July 19th. The building will be locked at 1:00 so that the items inside can be kept safe. If you are not in place by 1:00 you will need to try to contact an Exhibit Chairperson for assistance.**
- 2) Exhibits must be ready for public viewing during the following hours:  
Wednesday 5-10pm, Thursday 5-10pm, Friday 5-11 pm and Saturday 5-9 pm.
- 3) **FOOD VENDORS MAY NOW OPERATE DURING LUNCH. YOU MAY SET AND POST YOUR OWN HOURS OF OPERATION.**

## SPACE AND FEES

- 1) **Spaces will be granted on a first come first serve basis. You will be turned down if you are the 2<sup>nd</sup> exhibitor to apply for the same product. (food vendors excluded unless the franchises are the same) Other reasons might be lack of space or inappropriate display. You will be mailed a contract if you are accepted, if not, you will be mailed a letter notifying you as such.**
- 2) The inside space is a non-air conditioned, open ended round top with a cement floor. A swamp cooler is being purchased to make this area more comfortable. Electricity is available. This building will be locked when not open for business. The inside space is 15 feet deep and costs \$10 per frontal foot. You may have as many feet as you want to pay for, but no fewer than 4 ft.
- 3) Inside exhibits must be attended at all times when the building is open. If you leave your area unattended we are not responsible for the outcome.
- 4) Outside space base charge is \$100 up to 1000 sq. ft. For every square foot over 1000 add \$.05 per sq. f. to the base charge
- 5) Food vendors will be charged a \$50 users fee for electricity. This fee is paid when the contract is signed. In addition they will pay 15% of their gross receipts. This amount will be paid daily to the Commercial Exhibit Chair.
- 6) **Your fee must be received with the contract to ensure your spot. If it is not paid, your spot is not yet secured. You must also sign the hold harmless agreement and include it with the contract and fees.**
- 7) The fair furnishes nothing but electricity and water if absolutely necessary for operation. No drug paraphernalia or pornographic material will be allowed.
- 8) Once payment has been made, cancellation of the space after July 1, or failure to appear will result in forfeit of all payments. Refunds will not be made due to rain or if the vendor feels the event did not meet their expectations.
- 9) All vendors must be cleaned up by 9:00am on Sunday July 24th. Anything that is left at this time will be discarded. ALL exhibitors are required to clean up their exhibit area before they leave at the end of the Fair.