



February 20, 2019

To: Hendricks Power Exposition Hall Exhibitor

We are pleased to share information regarding the 2019 Hendricks County 4-H Fair. The exhibition dates for this year's Fair are Sunday, July 14, through Friday, July 19, 2019. This year's theme is "It's All Fun and Games at the Hendricks County 4H Fair".

EXPOSITION HALL HOURS OF OPERATION: (Vendors may enter 30 minutes early)

Sunday, July 14, through Thursday, July 18: 1:00 pm until 9:00 pm

Friday, July 19: 1:00 pm until 5:00 pm

The building will be locked when not open for visitation.

BOOTH INFORMATION:

Booth Space Dimensions: 8 feet (frontage) X 8 feet (deep). If additional space is desired an additional 2 feet across can be purchased for \$50. Electrical outlets are available for a \$50 fee.

Rental Space Fee: \$200.00 per 8' X 8' booth space prior to June 15. After June 15, space will be \$250 per booth.

Insurance Fee (If needed): \$125.00 per vendor

Your location in the building will be determined by the Fair Director. No sublet of spaces is permitted in the Hendricks Power Exposition Hall. If you have any special needs, please let us know in advance.

Please be sure that the PERSON SETTING UP YOUR EXHIBIT receives all the pertinent information regarding set-up times and expectations. Please keep all people involved in setting up your exhibit space confined to your booth space and immediate area. Please respect other exhibitors' areas.

To ensure you do not block the vendor next to you, an exhibitor may not have any obstruction exceeding 36 inches high between exhibits. Nothing shall be attached to the building walls or curtains. Tables and chairs are NOT provided.

VENDOR SET-UP TIMES:

Friday, July 12: 2:00 pm until 8:00 pm

Saturday, July 13: 11:00 am until 4:00 pm

The building will be locked at 4:00 pm on Saturday, July 13, and will reopen on Sunday, July 14 at 12:30 pm for vendors in preparation for the public to arrive at 1:00 pm.

VENDOR TEAR-DOWN/ REMOVAL TIME: (No Exceptions)

Friday, July 19: 5:00 pm

Doors will remain open to the public until 5:00 pm on Friday, July 19. For the safety of our visitors, there will be no early tear-downs allowed. If vendors tear down early they will not be invited back to participate in the 2020 Hendricks County 4-H Fair.

We continue to add entertainment for guests to enjoy throughout the fair. By reserving a booth space and signing the contract, the vendor is agreeing to the hours of set-up and hours of operation; furthermore, will NOT tear down until the posted hours listed above: Friday, July 19, 5:00pm.

The Fair Association is not responsible for theft, damage to property, or any other incident. Proof of Liability Insurance is required with your reservation. The Certificate of Insurance must include the 2019 Fair dates and must name the Hendricks County 4-H & Agricultural Fair Association, Inc. as an additional insured. The Certificate of Insurance **MUST BE INCLUDED** with your booth-reservation payment. If you cannot obtain the appropriate Certificate of Insurance, coverage can be provided through the Fair Association's policy for an additional fee of \$125.

The Exhibitor Rental Agreement Form must be completed, signed and returned.

The following items **MUST** be received in our office (address below) to lock in your space:

- Rental Agreement Form
- Certificate of Insurance OR \$125 payment for Hendricks Power Exposition Hall Insurance Rider
- Booth Reservation Payment

If you have any questions, please contact Steve Patterson at spatterson@4hcomplex.org. Please mail your completed Rental Form Agreement and required paperwork to:

Hendricks County 4-H & Ag Fair Assoc.

Hendricks Power Expo. Hall Vendor

P.O. Box 7

Danville, IN 46122