

Cabell County Fair
P.O. Box 433
Milton, WV 25541
www.cabellcountyfair.com

Application for **2009 Arts & Crafts Booth**
Business/Commercial Booth Rental

Deadline is **June 15, 2009**

Fair dates:**July 20-25, 2009**

Set-up date: **See Rental Agreement**

Name/Organization _____
Address _____ City _____ State _____ Zip _____
Person responsible for exhibit _____
Phone _____ Business phone _____
E-mail _____

Entry Fee

Early Bird entry fee for 10 ft by 10 ft aisle space in covered shelter- \$100.00 **if application received before April 1, 2009.**

After April 1, 2009, fee- \$125.00

Early Bird entry fee for 10ft by 10 ft corner space in covered shelter- \$125.00 **if application received before April 1, 2009.**

After April 1, 2009, fee-\$150.00

Entry fee for outside space with **your own** tent (10ft by 10ft) \$100.00
(**fee for additional space- \$10.00 per foot, this applies to any part of a foot**)
(**all outside tents must be tethered to stakes and stakes secured for safety**)

Entry fee for outside space for automobile/machinery vendors \$500.00

We recommend that the exhibitor provide plastic or a suitable covering for your merchandise during non-operating hours and in case of inclement weather.

Electrical Power Hook-up

Limited power supply is available for light duty plug-ins. Exhibitors are to provide extension cords (we suggest a minimum of 50 ft) meeting National Electrical Code standard.

Gate Passes (Rides not included)

Entry fee includes ten (10) one- day passes. Additional passes may be purchased in advance or at the fair office at a cost of \$5.00 each (one day pass) for additional workers only.

TYPE OF BUSINESS

Please list all items to be sold (attach additional sheet if necessary):

All items listed above are subject to approval by the fair board. If you are accepted and deletions are necessary, your copy of the application will be marked to show the deletion(s).

INDEMNIFICATION

The exhibitor agrees to indemnify, hold harmless, and defend the sponsor(s), management or agents of the Cabell County Fair Board Inc. and the WV Pumpkin Festival Inc., collectively or individually, for any loss or injury, that may arise or occur, by or to the independent contractor, his employees or agents, his property or merchandise, from any causes or negligence, natural or otherwise, during or while conducting any business or any other related activities by himself or his agents, in connection with this contract or any other agreement or contract as authorized by the bylaws and or charter of the Cabell County Fair Board Inc. and WV Pumpkin Festival.

CERTIFICATE OF INSURANCE

A copy of a valid insurance policy or certificate of insurance (naming the Cabell County Fair as the “additional insured”) will be requested by the Cabell County Fair Board. Exhibitors should have a current insurance policy (or Homeowners policy) in effect.

Insurance Company _____

Policy number _____

If you do not have insurance, please explain

By submitting this application for exhibit space, I/We, having read the Arts & Crafts/Commercial & Business Booth Rental Agreement Rules and Regulations, accept and agree to be bound by the terms listed in them. I hereby release the Cabell County Fair Inc. from any and all claims arising from my participation in said fair

Signed: _____

Title: _____ Date: _____

Upon acceptance, you will receive a signed copy of this agreement which then serves as a legal contract.

Signature of committee chairman: _____ Date: _____

PAYMENT TOTALS

To be used for tabulating payment amount

Exhibit Space(s)	\$ _____
Additional footage @ \$10.00 per foot	\$ _____
Additional passes @ \$5.00 each	\$ _____
Trash Pick up	\$10.00 _____
Application total	\$ _____

Make check payable to: **Cabell County Fair Board Inc.**
P.O. Box 433
Milton, WV 25541

Application deadline is June 15, 2009. Early bird special rates apply only to applications received by April 1, 2009

For questions, please call Marylou Hutchinson at 304-743-5531 or Julia McMillian at 304-736-0798.

**Arts & Crafts/Business& Commercial Booth Rental
Agreement Rules and Regulations**

Dates: Monday July 20, 2009 through Saturday July 25, 2009

Times: Monday through Friday, 4pm-11pm, Saturday 11am-11pm

Set-up: Sunday July 19, 2009, (earlier by special arrangement)

**Removal: All exhibits must be removed from the grounds no later than
5:00pm Monday following the fair.**

1. SPACE ALLOCATION WILL BE DONE IN A MANNER WHICH ACHIEVES THE MOST EFFECTIVE OPERATING RESULTS.
 2. AN EXHIBITOR MAY NOT SHARE OR SUBLET SPACE WITHOUT PERMISSION OF FAIR MANAGEMENT.
 3. NO SOLICITATION FOR BUSINESS SHALL BE PERMITTED OUTSIDE OF EXHIBITORS SPACE. SAMPLES, CATALOGS, PUBLICATIONS, ETC., MAY BE DISTRIBUTED WITHIN THE CONFINES OF THE EXHIBITORS SPACE.
 4. ALL AMPLIFYING SYSTEMS USED BY THE EXHIBITOR MUST BE KEPT AT MODERATE VOLUME. SOLICITING FOR BUSINESS OVER AMPLIFYING SYSTEM WILL BE STRICTLY PROHIBITED.
 5. ALL PACKING CONTAINERS AND SIMILAR MATERIALS ARE TO BE REMOVED FROM EXHIBIT AREA BY EXHIBITORS UPON COMPLETION OF SET-UP.
 6. SALE, POSSESSION, OR USE OF ANY INTOXICATING SUBSTANCE OR BEVERAGE IS STRICTLY PROHIBITED. VIOLATORS WILL BE REMOVED FROM THE PREMISES AND SUBJECT TO PROSECUTION.
 7. SALE, POSSESSION, OR DISPLAY OF FIREARMS AND/OR AMMUNITION, ANY TYPE OF FIREWORKS, OR ANY OTHER ITEMS WHICH MAY CAUSE BODILY INJURY OR LOSS IS STRICTLY PROHIBITED.
 8. SALE, POSSESSION OR DISPLAY OF PORNOGRAPHIC OR SEXUALLY EXPLICIT MATERIALS IS STRICTLY PROHIBITED.
 9. EXHIBITORS ARE TO SELL ONLY TO THOSE PRODUCTS APPROVED BY FAIR MANAGEMENT.
 10. ALL EXHIBITS ARE TO BE OPEN BY POSTED OPENING TIMES AND STAY OPEN UNTIL POSTED CLOSING TIMES TUESDAY THROUGH SATURDAY.
 11. EXHIBITORS RECEIVE TEN (10) ONE-DAY PASSES. ADDITIONAL PASSES MAY BE PURCHASED AT THE FAIR OFFICE FOR \$5.00 EACH (1 DAY). **PASSES ARE FOR BOOTH WORKERS ONLY.**
 12. TRAILER OR OTHER EXHIBIT STRUCTURE MUST BE ON GROUNDS AND READY FOR PLACEMENT BY NOON MONDAY.
 13. IF EXHIBITOR FAILS TO OCCUPY THE CONTRACTED SPACE ONE(1) HOUR PRIOR TO FAIR OPENING TIME ON TUESDAY, FAIR MANAGEMENT WILL HAVE THE RIGHT TO USE SAID SPACE AS IT SEES FIT.
 14. **NO REFUNDS WILL BE MADE FOR CONTRACTS CANCELLED AFTER JULY 1, 2008.**
 15. DO NOT USE THE CANS IN FRONT OF YOUR EXHIBIT FOR LARGE OR BULKY ITEMS. THESE TYPES OF ITEMS SHOULD BE TAKEN TO ONE OF THE DUMPSTERS PROVIDED.
 16. EXHIBITORS MUST AGREE TO KEEP AN ATTENDANT IN THEIR BOOTHS DURING ALL FAIR OPERATING HOURS. NO EXHIBIT MAY BE DISMANTLED BEFORE THE SPECIFIED TIME, NOR MAY ANY PART OF THE EXHIBIT OR EQUIPMENT BE REMOVED ONCE IN PLACE.
 17. EXHIBITOR'S VEHICLES MUST BE RETURNED TO THE PARKING LOT ONE (1) HOUR BEFORE POSTED OPENING TIMES AND REMAIN THERE DURING POSTED OPERATING HOURS.
 18. FAIR MANAGEMENT WILL HAVE FINAL SAY IN ANY MATTER REQUIRING ARBITRATION.
 19. LIMITED POWER SUPPLY IS AVAILABLE FOR LIGHT DUTY PLUG-INS. EXHIBITOR IS TO SUPPLY EXTENSION CORDS(WE SUGGEST A MINIMUM OF 50FT) MEETING NATIONAL ELECTRIC CODE.
 20. NO VEHICLES WILL BE ALLOWED ON THE GROUNDS FOR PACKING UP UNTIL AT LEAST 11:30 PM SATURDAY.
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