

Bradford County Fair Association, Inc.

APPLICATION FOR EXHIBIT BOOTH SPACE AT THE 2018 FAIR

Deadline for submission: FEBRUARY 13, 2018

2018 68th Annual Bradford County Fair Theme:



Let Freedom Ring!

Applicant Information

Contact Name: _____

Company/Group: _____

Address: _____

City: _____ Zip: _____

Phone: _____

Cell Phone: _____

E-mail: _____

Booth and Area Rental Fees

_____ Booth(s) @ \$250 + \$17.00 Sales Tax* = \$267.00 \$ _____

Kitchen in Bldg #1 @ \$1,000 + \$68. Sales Tax* = \$1068.00 \$ _____

Kitchen in Bldg #3 @ \$450 + \$30.60 Sales Tax* = \$480.60 \$ _____

_____ Tables @ \$20 each \$ _____

_____ Chairs @ \$3 each \$ _____

_____ Admission Tickets @ \$6 ea. \$ _____

(General Admission is \$7.00 this year if not purchased in advance)

_____ Weekly Passes @ \$25 ea. \$ _____

(Weekly passes reflect a \$10.00 saving off the daily rates)

Booth space is assigned on a first come first served basis.

Total Enclosed \$ _____

For limited spaces outside contact our office (904) 964-5252 or our midway provider, Deggeller Amusements, (772) 872-5246 for food concessions.

Does your exhibit area need electricity? _____

(This will determine where your booth can be placed)

Briefly describe your booth and any products and/or foods you wish to sell:

Sales Tax Notice

* Non-profit and tax exempt organizations still have to pay certain sales taxes on products sold at events. It is your organizations responsibility to collect and report the required taxes to the Florida Department of Revenue. Your booth space is subject to Florida State Sales tax **UNLESS** you provided us with a Sales Tax Exemption form and a 501(c) 3 designation.

Anyone selling food of any type is also subject to the State of Florida Health Department Regulations for dispensing such items. You are responsible for any fees associated with these permits.

By my signature below I certify that I have read the Rules and Regulations for the 2018 Bradford County Fair concerning the application for booth space and certain areas at the Fair. I understand that a "Certificate of Insurance" may be necessary. (See the Liability Insurance statement above.)

Signature _____

PRINT NAME _____

Date: ____ / ____ / ____

Annual Theme Booth Contest

The BCFA will award the best overall booth with the following recognition:

1st Place - Plaque and \$100

2nd Place - Certificate and \$50

3rd Place - Certificate and \$25

In order to be judged, your booth must be completely set-up and ready for the judges by 12:00 noon on Tuesday, March 6th.

Dates and Times of Booth Operations

Tuesday	March 6th	5:00 - 10:30 PM
Wednesday	March 7th	5:00 - 10:30 PM
Thursday	March 8th	5:00 - 10:30 PM
Friday	March 9th	5:00 - 10:30 PM
Saturday	March 10th	Noon - 10:30 PM

Booth Dimensions: All booth spaces are 8' x 8'.

Tables and chairs are available for an additional fee.

See column at the left to order them.

Booth Set-up and Removal Policy

Exhibitors may start their booth set-up on Saturday, March 3 rd from 12:00 Noon until 4:00 PM and Monday, March 5th from 10:00 until 4:00 PM. **No Set-up activities on Sunday, March 6th.** All Booths **MUST** be totally set-up by 12:00 noon on Tuesday, March 6th. **REMOVAL** can begin **AFTER** 10:00 PM on Saturday, March 10th and can continue on Sunday, March 11th from 2:00 PM until 4:00 PM. Facilities will be open on Monday the 12th for a limited time.

Exhibitor Passes - ALL EXHIBITORS, NO EXCEPTIONS!

Each Exhibitor booth space will be given **TWO (2)** passes for each day. This will allow two people to work your booth for each space rented. (1 booth = 2 passes; 2 booths = 4 passes, etc.). Additional passes will cost the discounted rate at the left or you can purchase weekly *individual* (per person) passes for \$25.00 each. **BOOTH WORKERS MUST ENTER THROUGH BUILDING 1 ONLY.** If you want to purchase these additional discounted admission tickets or weekly passes please indicate in the space provided to the left.

Liability Insurance

Any entity, commercial or non-profit, selling any food or products must provide a "Certificate of Insurance" naming the Bradford County Fair Association, Inc. as an additional named insured. *Your insurance carrier will not charge for this certification.* Please send this with the application if at all possible but no later than 10 days before the start of the Fair.

Contracts

The Bradford County Fair Association, Inc. reserves the right to reject or modify any application for booth/exhibit space. This contract is not binding until approved by the Bradford County Fair Association, Inc. and/or the Fair Manager.

Receipt for application for the 68th Annual Bradford County Fair to be held March 6th – 11th, 2018.

BCFA Representative: _____

Date: ____ / ____ / ____

Payment Received: \$ _____ Date: ____ / ____ / ____

Booth number(s) assigned: _____ (To be determined at set-up.)

No. of Tables: _____ No. of Chairs: _____

Bradford County Fair Association, Inc.

2300 North Temple Avenue 🍌 Starke, FL 32091
(904) 964-5252 Fax (904) 964-2895

BOOTH / EXHIBIT RULES AND REGULATIONS

All exhibits must be in place no later than 12:00 noon on Tuesday, March 6th. All spaces not occupied at that time will revert to the Fair and all payments will be forfeited and the space will be re-assigned. The judging for all Fair booths will take place at 1:00 PM on Tuesday, March 6th. Please refer to the application for booth or area space for the theme this year - all participants are asked to keep our Fair theme in mind when assembling and decorating your booth.

All exhibits and goods must be unpacked immediately upon arrival and the empty cases/boxes removed by and at the expense of exhibitors and concessionaires, who shall pay all expenses of conveying, delivering, arranging and removing their exhibits, and also the costs of erection of booths, fixtures, counters and all apparatus in connection with their exhibit, the same to conform to the uniform plan of the Fair Management. Lighting and wiring of every description shall be installed at the expense of the exhibitor/concessionaire under the supervision of the Facilities Manager of the BCFA.

Delivery of exhibits and materials for your booth can be made by commercial carrier if the Fair Office is contacted in advance to be able to accept said delivery. The BCFA will not be responsible for any delivery made to the BCFA property. Otherwise deliveries can be made to the fairgrounds during the set-up hours of the exhibit areas.

All exhibits must remain intact until 10:00 PM on Saturday night, March 10th. (Last day that the buildings are open)

Aisles must be kept clear: no signs, banners, advertising matter, decorations or parts of exhibits are permitted in the aisles for safety reasons. Any questions concerning this contact the Fair Manager for clarification *BEFORE* the Fair starts. Background curtains and booth dividers are provided for all exhibit spaces located inside buildings. All decorations must be fireproof and are subject to the approval of the County Fire Marshall and Fair management. Use of bottled gas containers (butane, propane, etc) inside any BCFA building is strictly prohibited.

Machinery in motion must be enclosed with a railing at a uniform height from the ground or floor of two feet six inches (2'6"), said railing is to be placed upon or within the boundary of the space occupied by the exhibitor.

No claim for injury to any person, or injury to, or loss of, any property on account of natural disaster, fire, theft or act of God for any reason shall be instituted against the Bradford County Fair Association, Inc., its officers, employees, or agents, by or on behalf of any person, firm or corporation or any part thereof that may be necessary to pay the indebtedness due the Corporation.

In the case that any exhibitor/concessionaire shall be indebted to the Bradford County Fair Association, Inc., the corporation shall have the right to retain possession of all property of any exhibitor/concessionaire located on the grounds of the Bradford County Fair Association, Inc., and shall sell or dispose of, either at public or private sale, all or any part thereof that may be necessary to pay the indebtedness due the Corporation.

The exhibitor/concessionaire is not authorized or permitted to sublet any part of the space herein leased, or the exhibit/concessionaire therein any article other than those sold by himself and specified in the contract.

Exhibitors/Concessionaires may advertise and distribute literature and advertising matter from their booth only. Walking around the buildings/fairgrounds property handing out/distributing materials of any kind is strictly prohibited. No amplification /speaking devices are allowed in your exhibit/concessionaire area.

The Application/Contract does not give exclusive rights to sell or display any product unless specifically specified in writing in your final contract document.

SIGNS - Painted or printed signs in or on the front of your exhibit/concessionaire area must be confined to the firm, product or individual's name to whom the space is leased.

THE MANAGEMENT RESERVES THE RIGHT to remove from the fairgrounds proper and buildings any article, exhibit, show, or concession, or any part thereof, or any appurtenances thereto, including banners, signs, or advertising matter which may be deemed unsuitable or objectionable and no refund of any money already paid for the space or privilege will be made, which action shall exonerate the Bradford County Fair Association, Inc., its employees, volunteers or agents from any and all claims whatsoever on the part of the exhibitors or concessionaires. **IF THERE ARE ANY QUESTIONS PLEASE ASK BEFORE THE FAIR STARTS!**



Reminder:
ALL BOOTHS
ARE 8' X 8'
A 10' x 10' pop-up
display will not fit!