



HAMILTON COUNTY 4-H COUNCIL
2003 Pleasant Street
Noblesville, IN 46060-3697
Phone: 317-776-0854
Fax: 317-776-9892

March 1, 2018

To: 2017 Commercial Exhibitors and Other Interested Persons

Re: **2018** Commercial Display Space

Dear Exhibitor,

The Hamilton County 4-H Fair is scheduled for July 19 - 23, 2018; (Auction July 24, 2018). The Hamilton County Exhibition Center will be the location for many Extension and 4-H events and activities. The 4-H Fair Office is also located in this facility.

- All vendors may rent space in the Commercial Tent south of the Hamilton County Exhibition Center.
- Outside exhibitors (farm equipment, cars, etc.) will be east and north of the Commercial Tent.
- The Food Court will be in the grassy area south of the Winks Building and west of the Annex Building and Exhibition Center.
- The Antique Tractor display area will be southeast of the Commercial Tent.
- There is an access road which can be used to drive to the display area DAILY for **unloading and/or loading only. There will be no parking in this area during the fair.** Disabled/handicap parking is available near the Annex and Exhibition Center.
- All other parking will be in the grassy area on the south side of the 4-H Fairgrounds.

Reservations and rental fees are now being taken for commercial display space at the 2018 Hamilton County 4-H Fair, **July 19 - 23, 2018**. If the same location is desired, preference will be given to 2017 Commercial Exhibitors who **return their application and rental fee by April 15**. After **April 15**, spaces will be assigned on the basis of first contract returned and so forth. The 4-H Council reserves the right to assign commercial spaces. **No contract will be accepted after July 13, 2018.**

IMPORTANT INFORMATION - Commercial exhibitors need to furnish their own table, chairs, etc. to use in their space. If a location is needed to hang a banner, please request an outside perimeter space. Also, the Hamilton County 4-H Council, Inc. has adopted a policy that **no knives, firearms, combustible materials, drug or alcohol products/advertisements, spray string, noise makers or balloons may be used as part of a display, given away and/or sold at the Hamilton County 4-H Fair.**

(over please)

COMMERCIAL TENT spaces are approximately 10' wide and 12' deep at \$190.00 per space. Small lawn and garden equipment may be displayed in the commercial tent if the purchased space is located in a corner or along the perimeter of the tent. No animals may be displayed in the commercial tent. *No ready-to-consume foods are to be sold in the commercial area.*

OUTSIDE DISPLAY AREAS (Not Food Court) The Commercial Tent Committee will assign locations in the commercial area based on the size and set-up of the display. Fees are determined by size of area reserved. The fees and area sizes are as follows:

20' x 20'	- \$180.00
20' x 30'	- \$195.00
30' x 40'	- \$220.00
40' x 40'	- \$230.00
40' x 50'	- \$255.00

FOOD COURT

4-H/Extension related group	20' x 20' - \$180.00
Non 4-H/Extension related group	20' x 20' - \$285.00

CANCELLATION CLAUSE - If you cancel your rental, your rental fee will be refunded only if your space can be rented to another renter before 8:00 a.m. on Friday, July 13, 2018. Otherwise, your fee will not be refunded.

MINIMUM RECOMMENDED HOURS - The 4-H Council requests that commercial areas be staffed during the following hours:

Thursday, July 19	10:00 a.m. - 9:30 p.m.
Friday, July 20	10:00 a.m. - 9:30 p.m.
Saturday, July 21	10:00 a.m. - 9:30 p.m.
Sunday, July 22	12:00 noon - 7:00 p.m.

Food Court Vendors have the option to arrive earlier and stay later each day. Food court vendors have the option to open on Wednesday, July 18, for livestock check-in and various pre-fair activities. Suggested hours would be 12:00 noon to 8:00 p.m. Food Court vendors are also requested to remain open on Monday, July 23 from 12:00 noon—7:00 p.m. and Tuesday, July 24, for the Livestock Auction from 4:00 – 9:00 p.m.

Commercial exhibitors may set up their display on Wednesday, July 18 between the hours of 8:00 a.m. and 6:00 p.m. or Thursday, July 19, before 10:00 a.m. **ALL DISPLAYS MAY BE REMOVED FROM THE TENT ON MONDAY, JULY 23 between the hours of 8:00 a.m. and 12:00 p.m. Electrical wiring will be removed on Tuesday, July 24 and the tents will be taken down on Wednesday, July 25. All vendors will clear the 4-H Fairgrounds of all trailers, machinery, equipment, etc. by Sunday, July 29, 2018 or equipment will be towed at owner's expense.** There will be no further notification of these dates and times to remove your display.

SECURITY - will be provided from 6:00 p.m. to 10:00 a.m. every day, beginning July 18. Security on Sunday, July 22 will be provided until 12:00 noon. Security will end at 12:00 noon on Monday, July 23, 2018 in the commercial area ONLY.

INSURANCE - Exhibitors assume liability for any loss arising from your activities in the Commercial Tent and/or Outside Display Areas, and will indemnify the Hamilton County 4-H Council, Inc. from any liability for such loss. Each exhibitor must have a CERTIFICATE OF INSURANCE on file with the Hamilton County 4-H Council, Inc. - THERE WILL BE NO EXCEPTIONS.

The certificate should show Comprehensive General Liability coverage, including products, with the following limits:

Bodily Injury Per Person	\$100,000
Per Occurrence	\$300,000
Property Damage	\$ 50,000

Generally, there is no cost involved in obtaining a Certificate of Insurance. Homeowners insurance may not cover craft items or in home businesses but a rider could be added to the policy. Please contact your insurance company and ask them to send the 4-H Council a Certificate of Insurance before July 13th. **You will not be allowed to set up your display unless the Certificate of Insurance is on file.** The Hamilton County 4-H Council, Inc. will not be responsible for lost, stolen or damaged property and will not assume any liability or responsibility for any display or part of a display in the Commercial Tent.

ELECTRICITY - Each commercial display area will have access to one 110 volt electrical outlet with 500 watts (4.5 amps). Any other voltage and/or higher amps needed above this basic service will require extra wiring by the 4-H Fairgrounds electrician. The vendor requesting the additional service must pay a charge of \$30.00 for each additional circuit installed. The Commercial Tent Committee will need to know of these extra service requests by July 6, 2018 in order to forward requests to the electrician. Any requests received after that date will be assessed a \$15.00 late fee in addition to the regular charge. No squirrel cage furnace fans will be allowed. Exhibitors will need to furnish their own extension cords (unless it is over 50 ft. to the outlet source).

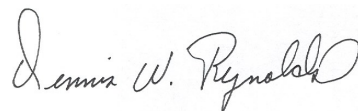
All receptacles are ground fault protected to comply with National and local electrical codes. All appliances/equipment must have 3-wire grounded cord and may be inspected by the 4-H Fairgrounds Electrician. If any appliance/equipment causes the circuit to be interrupted repeatedly, the vendor will be asked to repair, replace or remove that piece of equipment.

Call the Extension Office (317-776-0854) and ask for Bernie if you have questions. The 4-H Council hopes the 2018 Hamilton County 4-H Fair will be very successful for you.

Sincerely,



David Brost
Co-Chairman
Commercial Tent Committee



Dennis Reynolds
Co-Chairman
Commercial Tent Committee

DB:bch

enclosures

**COMMERCIAL SPACE RENTAL AGREEMENT
HAMILTON COUNTY 4-H FAIR
JULY 19-23, 2018**

No contract accepted after July 13, 2018

NAME OF BUSINESS _____

CONTACT PERSON _____

MAILING ADDRESS OF BUSINESS _____

PHONE NUMBER (Business) _____ (Home) _____

EMAIL _____

Brief description of exhibit or display _____

COMMERCIAL TENT

10 feet wide, 12 feet deep (approximately) = \$190.00 per space _____

Number of spaces to be reserved _____ Location preference (diagram enclosed) _____

OUTSIDE DISPLAY AREA

Please indicate choice (Commercial Committee will assign locations based on displays.)

Display areas and fees:	Preferred location, if available:
20 feet X 20 feet = \$180.00 _____	_____
20 feet X 30 feet = \$195.00 _____	_____
30 feet X 40 feet = \$220.00 _____	_____
40 feet X 40 feet = \$230.00 _____	_____
40 feet X 50 feet = \$255.00 _____	_____

ELECTRICITY

Each commercial display area will have access to one 110 volt electrical outlet with 500 watts (4.5 amps). Any other voltage and/or higher amps needed above this basic service will require extra wiring by the 4-H Fairgrounds Electrician. The vendor requesting the additional service must pay a charge of \$30.00 for each additional circuit installed. The Commercial Tent Committee will need to know of these extra service requests by July 6, 2018 in order to forward requests to the electrician. Any requests received after this date will be assessed a \$15.00 late fee in addition to the regular charge. No squirrel cage furnace fans will be allowed. Exhibitors will need to furnish their own extension cords (unless it is over 50 ft. to the outlet source.)

All receptacles are ground fault protected to comply with national and local electrical codes. All appliances/equipment must have 3-wire grounded cord and may be inspected by the 4-H Fairgrounds Electrician. If any appliance/equipment causes the circuit to be interrupted repeatedly, the vendor will be asked to repair, replace or remove that piece of equipment.

(over please – sign and date the back)

TERMS OF AGREEMENT

• **NO ALCOHOLIC BEVERAGES PERMITTED ON THE HAMILTON COUNTY 4-H GROUNDS. NO SMOKING PERMITTED IN ANY BUILDINGS.**

- All vendors are responsible for their own set-up, tear-down, and clean-up of all areas used.
- All vendors are responsible for bringing tables, chairs, curtains, extension cords, etc. for their display.
- **All vendors will clear the 4-H Fairgrounds of all trailers, machinery, equipment, etc. by Sunday, July 29, 2018 or equipment will be towed at owner’s expense.**
- The Hamilton County 4-H Council, Inc. reserves the right to assign commercial space.
- No knives, firearms, combustible materials, drug or alcohol products may be sold or displayed at the Hamilton County 4-H Fair.
- No ready-to-consume foods are to be sold in the commercial area.
- No spray string, noise makers, or balloons may be used as a part of a display, given away, or sold at the Hamilton County 4-H Fair.
- No squirrel cage furnace fans will be permitted in the commercial area.
- No personal golf carts allowed on the 4-H grounds.
- No animals will be displayed or sold in the Commercial Tent during the Hamilton County 4-H Fair.
- Parking and admission for the Hamilton County 4-H Fair are free. No exhibitor passes will be distributed. **Parking is first come-first serve in designated areas only.**

Commercial exhibitors agree to staff their exhibit during the following recommended hours:

Thursday, July 19	10:00 a.m. – 9:30 p.m.
Friday, July 20	10:00 a.m. – 9:30 p.m.
Saturday, July 21	10:00 a.m. – 9:30 p.m.
Sunday, July 22	12:00 noon – 7:00 p.m.

• Each exhibitor must have a certificate of insurance on file with the Hamilton County 4-H Council, Inc. Vendors will not be permitted to exhibit unless the certificate is on file. **NO EXCEPTIONS.**

- All food vendors must follow best sanitary practices.
- Each exhibitor assumes liability for any loss arising from your activities in the Commercial Tent and/or Outside Display Areas, and will indemnify the Hamilton County 4-H Council, Inc. from any liability for such loss.

Groups failing to abide by the above rules and guidelines outlined in the “Exhibitors and Interested Persons” letter will forfeit their commercial space during the Hamilton County 4-H Fair.

By making this application, I/we agree to the terms and conditions concerning commercial space.

Signature of person reserving space _____ Date _____

PAYMENT

Please make check payable to: **HAMILTON COUNTY 4-H COUNCIL, INC.**

Return application, rental fee and Certificate of Insurance to:

HAMILTON COUNTY 4-H COUNCIL, INC.
2003 Pleasant Street
Noblesville, Indiana 46060-3697