

APPLICATION FOR EXHIBIT BOOTH SPACE

Non-Food Vendor Application

2024 Riley County Fair--July 25-29

Business or Organization Name & Contact Person \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Best contact method between July 1-July 31? Email \_\_\_\_\_ US Mail \_\_\_\_\_ Text # Above \_\_\_\_\_

Available spaces are 10 feet wide X 15 feet deep. **The cost of each space is \$135.** Electricity and water are available upon request. There are a limited number of 220 hookups. Please be specific about your electrical needs.

Number of 10 X 15 ft booth spaces needed \_\_\_\_\_ Indicate below your first three choices of area for your space. **Please reserve enough spaces for trailer hitches, awnings, tent tie downs, walking space or other clearance needs.**

1<sup>st</sup> Choice—# \_\_\_\_\_ through \_\_\_\_\_ 2<sup>nd</sup> Choice—# \_\_\_\_\_ through \_\_\_\_\_ 3<sup>rd</sup> Choice—# \_\_\_\_\_ through \_\_\_\_\_

Please note if certain spaces will NOT accommodate your needs and why: \_\_\_\_\_

List the depth of exhibit space required if greater than 15 feet \_\_\_\_\_

Indicate any special access requirements to exhibit area (need to back in trailer, etc.) \_\_\_\_\_

Give a brief description of your exhibit and its contents. \_\_\_\_\_

List all electrical requirements—number of outlets needed: \_\_\_\_\_ 20 amp 110 \_\_\_\_\_ 50 amp 220

I would like to reserve 1 long-term parking spot with electricity: \_\_\_\_\_ \$100 fee

Fees

\_\_\_\_\_ booth spaces X \$135@ = \_\_\_\_\_

Long-term parking with electric (\$100) + \_\_\_\_\_

**Total Due** = \_\_\_\_\_

I have read and agree to abide by the fair board's rules and regulations on page 2 and incorporated herein.

\_\_\_\_\_  
Applicant Signature

**RILEY COUNTY FAIR BOARD ACCEPTS CASH OR MONEY ORDERS and CHECKS. NO CREDIT CARDS.**  
Fees must be returned with the application. If your application is not accepted, fees will be refunded. Once your application has been accepted, fees are non-refundable. If exhibits are not set-up by 5:00 pm on July 25, space and fees will be forfeited.

**Return application and full payment to:  
Riley County Fair Board  
110 Courthouse Plaza, Rm B220  
Manhattan, KS 66502**

**OFFICE USE ONLY:** Amount paid \_\_\_\_\_ Booths assignment \_\_\_\_\_

## Riley County Fair Vendor Regulations

1. All booths must be in operating order by 5:00 pm on Thursday, July 25 and cannot be removed from the grounds until after 8:00 pm on Monday, July 29.
2. Booths must be open each day, July 25-29 from 5:00-9:00 pm (8:00 pm on Monday). Additional hours of operation are at the discretion of the vendor.
3. Food vendors should have proof of insurance for vehicles, trailers, and health department certificates available at check-in. Food service insurance must have a minimum of \$1,000,000 in liability and list Riley County and the Riley County Fair Board as additional insured.
4. Food vendors who operate in the state of Kansas for more than 7 days within a calendar year are required to have a license and inspection through the Kansas Department of Agriculture. The application can be found at [www.ksda.gov](http://www.ksda.gov). Once submitted, the state will contact you about an inspection. Contact the Kansas Department of Agriculture at 785-565-6767 for more information.
5. If you sell merchandise at the fair, please note that the Kansas Department of Revenue has requested that a list of vendors be supplied to them. All money and sales tax are the sole responsibility of the vendor. For more information, please contact the Kansas Department of Revenue.
6. Vendors are not allowed to park vehicles behind or beside their booth spaces. A limited number of spaces for large vehicles with electrical needs is available upon request, with an additional charge. Indicate the need for this space on the application. All other vendors will need to use the available parking lots.
7. Electric hook-ups are available. Vendors are responsible for providing their own cords. Fire inspector regulations require all extension cords to be 12 gauge/3 wire conductor with a maximum length of 50 feet. Indicate electrical needs on the application to be assured adequate electricity.
8. Vendors are required to provide all items needed for their booth, including tables, chairs, fans, and lights.
9. All hitches, tents, awnings, ropes and other tie downs must fit within your allotted booth space. Trailers must be parked far enough back that awnings and windows do not hang over the paved walkway when open. Any items that do not fit within your booth space will be removed.
10. Please stay within the confines of your booth to conduct business. Vendors are not allowed to wander the fairgrounds, carnival grounds or solicit business from the patio.
11. So as not to compete with vendors who are trying to make a profit from the sale of water, those giving away free water are limited to giving away cups of water, not bottles.
12. The fair board reserves the right to limit the number of vendors who may sell the same item.
13. The fair board reserves the right to monitor and regulate items sold by vendors, and ask that items that do not fit the mission and integrity of the county fair not be sold.
14. Dumping of gray water on the fairgrounds is prohibited. A gray water tank will be provided.
15. Vendors who leave early will not be allowed back in future years.
16. Alcohol is not allowed on the fair grounds. Violators will be turned over to law enforcement.
17. Buildings and barns on the fair grounds are smoke free.
18. Fair board assumes no liability for items left unsecured in unoccupied booths.

If you have questions or need assistance, please contact Gary ([garyfike@ksu.edu](mailto:garyfike@ksu.edu)) or Lynne ([lberry@ksu.edu](mailto:lberry@ksu.edu)) or 785-537-6350.