

CONTRACT FOR EXHIBIT BOOTH SPACE

2017 Riley County Fair

All spaces are **10 foot wide** with approximately 15 foot depth. All booths have electricity available. There are a limited number of 220 hookups. The cost of each space will be \$135. Commercial Food and Drink Vendors will be charged an additional \$140.00 non-profit Food and Drink Vendors will be charged an additional \$70.00

Number of 10 X 15 booths needed _____. Please mark below your first three choices of area for your block of space.

1st Choice - Block space ____ through _____ **2nd Choice** - Block space ____ through _____

3rd Choice - Block space ____ through _____

1) Please note if a section of block spaces will not accommodate your needs and your reason why:

2) Give a brief description of your exhibit and its content. **Note: The Riley County Fair Board does not limit the number of vendors who can sell a particular item.** _____

3) Please list all electricity requirements—number of outlets needed— _____ 20 amp 110, _____ 50 amp 220

4) I would like to reserve 1 long-term parking spot with electricity: _____

5) List the depth of exhibit space required if greater than 15 feet. _____

6) Indicate any special access requirements to the exhibit area (need to back in a trailer, etc.)

(Please allow enough frontage space for trailer awnings, tent tie downs, necessary walking space or other clearance you may need).

# of booths x \$135	=	_____	FAIR BOARD WILL ONLY
Commercial food vendor	+	_____	ACCEPT CASH OR MONEY ORDERS
Non Profit food vendor	+	_____	----- NO CHECKS
Total Due	=	_____	

The total amount due must be returned with this contract. This fee is non-refundable. If the booth is not set up by 5:00 p.m. on Thursday, July 27, the space will be assigned to someone else. You must have this booth in operation by **5:00 p.m. Thursday, July 27** and will not remove it from the grounds until after **8:00 p.m., Monday, July 31**.

Organization and contact person - _____

Address - _____

Phone with area code - _____ E-Mail Address - _____

What is the best way to contact you between June 1 – July 31? E-Mail ___ US Mail ___ Text # Above ___

I have read and agree to abide by the fair board's list of rules and regulations, which are incorporated herein.

Signature of Applicant

Return application and payment to: **Riley County Fair Board, 110 Courthouse Plaza, Manhattan, KS 66502**
Full payment is expected with application.

OFFICE USE ONLY: Amount paid _____ Owe _____ Booths assigned _____