



April 21, 2017

To: Riley County Fair Exhibitors

Re: Commercial or Educational booth space at the 2017 Riley County Fair  
July 27 to July 31 at CiCo Park, Manhattan, KS

The time has come to reserve your booth space for the Riley County Fair. The available exhibit space is outdoors, lining the walkways between the parking lot, Pottorf 4-H Exhibit Hall, and the other fairgrounds facilities. An enclosed map depicts the available space. Note: Applications should be received by May 31 for priority assignment.

**The frontage space for the public access portion of your exhibit will be in 10 foot wide blocks.** We can allow for a 15 foot depth if required. Please indicate if your exhibit will require more depth than 15 feet. You can go to the Fairgrounds and inspect the exhibit space before indicating a location preference if you wish. Electricity hook-ups are available; however you need to furnish your own extension cords. The enclosed map shows the location and capacity of electrical outlets. The Riley County Fair board is unable to modify (direct wire) electrical boxes for extraordinary needs. Those who need more electricity, than can be provided should bring a generator. **You must** specify the number and type of outlets (110 or 220) you'll require to be assured that you'll receive appropriate services.

Please review the attached list of rules and regulations prior to returning your application for a space. Space will be assigned beginning June 1 based on the previous year's exhibit location, your location preference and the date of the returned contract and availability of requested services. An acceptance letter will be sent once you have been assigned space.

In 2016 our entertainment tent moved to just north of Pottorf Hall. We hope this will be a positive move and will bring more traffic to booths in this area. This change will eliminate vendor parking in this area. A limited number of long-term vendor parking with electrical hook-ups will be made available south of Pottorf Hall. You must reserve this spot on your contract. Spaces will be allotted on a first-come first-serve basis for those who need long-term parking.

Exhibitors can inspect their assigned location at the fair office on Wednesday, July 26 after 2:00 p.m. Exhibits can be moved in beginning Wednesday, July 26. Overnight security will be available from Thursday evening through Monday morning, July 31. **All booths must be in operating order by 5:00 p.m. on Thursday, July 27 and cannot be removed from the grounds until after 8:00 p.m. on Monday, July 31.** The fairgrounds hours are 8:00 a.m. until 10:00 p.m. each day, and the Riley County Fair Board requires vendors to be open each day.

If you have any questions, contact myself or Lynne Berry at (785) 537-6350 or FAX 537-6353.

Sincerely,

Jennifer R. Wilson  
County Extension Director