



May 8, 2024

To: Riley County Fair Exhibitors

Re: Commercial or Educational booth space at the 2024 Riley County Fair  
July 25 to July 29 at CiCo Park, Manhattan, KS

The time has come to reserve your booth space for the Riley County Fair!

Policy reminders:

- We **RESERVE the Right** to limit or expand the number of vendors who can sell the same food items.
- Vendors will NOT be allowed to park supply trucks near their booths during operating hours.
- Food vendors must have proof of insurance and health department certificates available at check-in.
- A LIMITED number of RESERVED parking spaces for vendors who need continuous electricity will be available for an additional \$100. These are located south of Pottorf hall and are available on a first-come, first-served basis.
- We will group most all the food vendors together in one area as close to the carnival as possible, and the other commercial booths in areas further south. In the past, a few of the food vendors have been scattered about the booth area. There may be a lot of shifting of non-food vendors due to this measure; so, despite booth space requests in previous years, you may not be in the same spot(s).

Please read the regulations that accompany the application carefully. Vendor applications are due May 31 for priority space selection. Space will be assigned beginning June 1. An acceptance email will be sent once you have been assigned space. All 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.

**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 reserve enough space to accommodate hitches, awnings and tent tie-downs.** Electricity hook-ups are available. 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.

Exhibitors can inspect their assigned location and move into the space at the fair office beginning Wednesday, July 24 after 12:00 p.m. **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 29.** 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 from 5-9 p.m. at a minimum.

**Riley County 4-H'ers will be selling 20lb bags of Ice for \$5.00. Ice can be purchased by coming into the Fair Office during business hours, Cash only.**

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

Sincerely,

Gary D. Fike  
County Extension Director