



April 2, 2018

To: Riley County Fair Exhibitors

Re: Commercial or Educational booth space at the 2018 Riley County Fair
July 26 to July 30 at CiCo Park, Manhattan, KS

The time has come to reserve your booth space for the Riley County Fair. We are sending the information out a bit earlier this year as the fair board has revised their policies and we wanted to make you aware of this information as soon as possible. The policy changes mainly pertain to food vendors, and the policy changes are outlined below.

New Policy Changes:

- The fair board **will** limit 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. Spaces will be reserved on a first-come, first-serve basis.
- There are separate vendor applications for food and non-food vendors.

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 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.

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. 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. 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 25 after 12:00 p.m. Overnight security will be available from Thursday evening through Monday morning, July 30. **All booths must be in operating order by 5:00 p.m. on Thursday, July 26 and cannot be removed from the grounds until after 8:00 p.m. on Monday, July 30.** 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.

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

Sincerely,

Jennifer R. Wilson
County Extension Director