

Putnam County Fair and 4-H Club Association, Inc.

Dear Industrial Tent Exhibitor:

The 2011 Putnam County 4-H Fair is scheduled July 22-29. The fair offers a unique opportunity for businesses to exhibit their products to tens of thousands of fair visitors annually. Exhibit space is available under the largest commercial tent of its kind measuring some 60' x 300'. Additionally, a limited number of outside spaces are available. Spaces are available on a first come, first served basis. When feasible, returning exhibitors will be assigned to the same location as last year, unless otherwise requested. Inside spaces measure 10' x 10' and costs \$135.00 for the week. This price includes one electrical (120V) hook-up. **Please limit electrical requirements to < 4 amps (500 watts) as circuits must supply 6-8 exhibitors.** Exhibitors renting inside space prior to July 9^h will receive one (1) weekly parking pass per space rented. **Applications received after July 6th will not include the complimentary parking pass.**

The fair officially opens Friday, July 22nd and closes on Friday night, July 29th. Because of the large number of activities and the large crowd expected, all industrial tent exhibitors are encouraged to set up their displays on Friday, July 22nd. Exhibits must be set up by 4:00 p.m. on Saturday, July 23rd. All exhibitors are asked not to close or leave until 9:00 p.m. Friday, July 29th. All displays must be removed before noon Monday, August 1st.

Due to STATE FIRE CODE, there can not be any vehicles or exhibits within THE SAFE ZONE THAT EXTENDS OUT 20 FEET FROM THE TENT STAKES.

FEES for retail space in the Industrial Tent are:

10' x 10' with one electrical outlet	\$135.00
Deposit	\$100.00
Additional fee for hook-up and use of major electrical appliances (computer, coolers, heating irons, etc.)	\$ 35.00

Regulations for all exhibit spaces in the Industrial Tent:

1. No bottle gas or oil stoves will be permitted in the tent. Compressed gas cylinders such as helium tanks must be securely fastened to tent poles or a rigid structure.
2. Tents erected may be your own or rented through the Fair Board. Rentals must be confirmed prior to July 6, 2010 to insure availability. **All tents erected are subject to state fire marshal inspection.**

3. Electrical service will be provided to an area fuse box. The fair electrician will install additional hook-ups if needed, but fees must be paid directly to the electrician. **Please include notification of additional electrical requirements when submitting contract.**
4. Outside spaces are for permanent displays only. Vehicles used as part of your display must be left the entire week. Parking will not be allowed in display spaces!
5. Industrial tent exhibitors are expected to be open until the close of the fair (9:00 p.m. Friday, July 29th.)
6. The times your booth is open is up to you: some exhibitors are open 8:00 a.m. to 11:00 p.m. Many are open only during the evening hours. The largest crowds are typically from 6:00 p.m. to 9:00 p.m. The tent closes at 11:00 p.m. nightly.
7. **The Deposit will be returned to you on Friday night the 29th at 9:00 p.m.** if you leave early it will not be returned. The deposit needs to be on a **separate check.**

Because of numerous requests, it is necessary for previous years' exhibitors desiring a space again this year to complete and return the enclosed reservation form no later than July 1st. Spaces will not be reserved until payment and deposit are made in full. Make check payable to **Putnam County Fair and 4-H Club Association**. We will make every effort possible to give previous years' exhibitors the same space again if requested. However, space problems, display sizes and electrical requirements often mean that certain space requests cannot be guaranteed.

After July 1st, new exhibitors will be accepted and placed in order receive as long as there is space available. You will be guaranteed a space if we receive your application by July 1st. Parking passes will be mailed to exhibitors who have reserved space by July 6th. Applications received after July 6th will not include a complimentary parking pass. **The committee reserves the right to screen items for sale and information distributed anywhere on the fairgrounds.**

Items that are intended to cause offensive odors or loud noises, fireworks, and sexually explicit material are not permitted to be sold or distributed on the fairgrounds. Items such as knives or swords maybe displayed and sold only to adults.

Owners of all vehicles parked on the fairgrounds must pay \$8.00 per entry or purchase a season pass at the gate for \$10.00. Fair Board members will have weekly parking passes available for \$8.00 until the fair opens if you need additional passes.

Please complete the Exhibitor Application form and return it to:

**Gene Grable
2915 W. Co. Rd. 300 S.
Greencastle, In 46135
765-720-2326**