

## **2024 INDOOR BOOTH REQUIREMENTS**

**BOOTHS-** Each indoor booth is 10x10 with a curtain backdrop and includes electrical outlet access. Cost for inline space is \$350 and Cost for corner space is \$400. (limited number) 8' tables can be rented for \$20 each and chairs at \$5 each.

**BOOTH GUIDELINES-** Booths should look professional, be aesthetically pleasing and in good structural condition. Table coverings and skirting should be wrinkle free and of good quality. **NO MYLAR BALLOONS** are permitted in booths. All products and materials related to the operation of the booth must be contained within the confines of the assigned area.

Vendors will be allowed into the building 1 hour prior to the fair opening with proper identification to setup their booth.

Buildings close one hour prior to the close of the fair each day

**Your booth must be manned during fair hours.** Empty booths create the impression that the building is closing and it is damaging business for all. In addition, unmanned booths tend to fill up with clutter (i.e. Empty cups, leftover food and brochures) become messy and detracting from their effectiveness. Our guests are paying to see a complete fair. We advertise that the fair is open certain hours and we must adhere to those hours.

**SIGNS** – All signs should be professionally lettered and designed. Pricing must be easily visible for customers to read, and not crowded and confusing. This will be enforced during the Fair. **HANDWRITTEN OR UNPROFESSIONAL PAPER SIGNAGE WILL BE REMOVED IMMEDIATELY.**

**PAYMENTS-** A deposit is required when the contract (not the application) is returned. Final payment for booth space needs to be into the vendor department by July 1 unless other prior arrangements have been made with the fair vendor's department.

**ALL INDOOR BOOTHS MUST REMAIN OPEN UNTIL 9:00 PM ON CLOSING DAY. FAILURE TO COMPLY COULD MEAN FORFEITURE OF YOUR LOCATION AND/OR CONTRACT FOR NEXT YEAR.**

**INSPECTIONS** All concessions/exhibits will be reviewed and inspected during the Fair. We are concerned about appearance of booths and the professional look of the fair. Booths that look good are good for business, yours and ours. **All vendors will be required to follow all COVID protocols at the time of the fair.**

**RULES OF CONDUCT:** All Exhibitors are expected to conduct themselves in a professional manner and according to the rules governing exhibits. **Exhibitors will refrain from mentioning their competitors of their products or services in a derogatory manner or in any way disparaging another Exhibitor who is also participating in the fair. Exhibitors cannot lure customers from another exhibitor's booth. Exhibitors must stay within their booth space to conduct business NOT IN THE AISLE.** Any unruly conduct, refusal to follow rules, or use of foul language may be considered grounds for expulsion from the fair. Such Exhibitors will not be invited to return to our fair.