

## **2017 OUTDOOR BOOTH REQUIREMENTS**

**BOOTHES**-Commercial booths will be a minimum of 15 linear feet. Cost is based on total feet used.

**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. All products and materials related to the operation of the booth must be contained within the confines of the assigned area. The Cuyahoga County Fair strongly encourages the display of flowers, corn stalks, etc. to improve the overall look of the displays and thus improving the overall look of the fair.

**OUTDOOR VENDORS**- **Professional quality tents are required.** Clear plastic, blue tarp, army-type tents (except military displays), canopies, lightweight pop-up tents, or similar structures are **NOT** allowed. (See pictures below), and will be strictly enforced. Lightweight tents and awnings can become dangerous obstacles with inclement weather and will not be allowed.



**Vendor Dept has tents available for rental**

**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.**

**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. **ALL BOOTHS MUST REMAIN OPEN UNTIL 10:00 PM ON CLOSING DAY. FAILURE TO COMPLY COULD MEAN FORFEITURE OF YOUR LOCATION AND/OR CONTRACT FOR NEXT YEAR. BUILDINGS CLOSE ONE HOUR EARLIER THAN OUTDOOR EXHIBITS.**

**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.

**PAYMENTS** - All payments for booth space needs to be taken care of before the start of the fair unless other prior arrangements have been made with the fair vendor's department.

**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.** Any unruly conduct, refusal to follow rules, or use of foul language may be considered grounds for expulsion from the fair. Such Exhibitors may not be invited to return to subsequent Fairs.