



NORTHWEST FLORIDA FAIR

1958 LEWIS TURNER BLVD., FORT WALTON BEACH, FL 32547
(850) 862-0211

Tuesday, NOVEMBER 3 -- Sunday, NOVEMBER 8, 2009

INSIDE EXHIBITS

HOURS OF FAIR OPERATION

Tuesday Thru Friday 5pm—10pm, Saturday 12 Noon—10pm, Sunday 12 Noon—6pm

1. We hereby agree and fully comply with the following rules and regulations of the Northwest Florida Fair Association and will hold harmless the Northwest Florida Fair, its Directors and Employees, from any act of God, from any accident or mishap related in the operation of our organization during the Fair. **Exhibitors are liable for their merchandise and belongings.**
2. Full payment for the cost of the space is due with the signing of the contract. Booths will not be set-up in whole or in part prior to payment being made. **You do not have a booth space until it is approved, signed and paid for.** Late cancellation notices received within 30 days of the event will result in a \$25 Cancellation fee. **NO EXCEPTIONS.**
3. **Each exhibitor shall** receive 4 passes per day. **THESE PASSES ARE FOR WORKERS ONLY AND ARE NOT ENTRANCE TO THE MIDWAY.** Replacements or additional passes will **not** be granted. Passes must be signed for at the Fair Office. It is the VENDOR'S responsibility to distribute these passes to their workers. Exhibitors should provide workers their passes prior to the fair opening- **NO ONE WILL BE ADMITTED IN THE GATE WITHOUT A PASS - THERE WILL BE NO EXCEPTIONS.**
4. Exhibitors may start setting up exhibits on Wednesday, October 28, 2009. No exhibits shall be removed in whole or in part during the Fair period. All exhibits must be in place no later than 3 pm on Monday, November 2, 2009. All space not occupied by 11:00 a.m. November 3rd, will revert back to the Fair and all payments forfeited. Exhibits must be removed in their entirety by 5:00 pm on Monday, November 9, 2009. All property left after 12:00 pm on Wednesday, November 12, 2009 will become the property of the Fairgrounds. **Security will begin Saturday, October 31st and Sunday November 1st from 9am to 4pm for vendor set up.**
5. **Exhibitors must stay in booth, keeping aisles free for passage. There will be no walking through the crowds hawking wares. No signs, banners, advertising matter, chairs, decorations or parts of exhibits will be permitted in the aisles. The premises shall be kept neat and clean and all rubbish deposited in containers furnished by the Association.** Please cover TV's, VCR's, etc. at close of evening to prevent dust getting inside equipment during the cleaning of the building each morning.
6. One 110 Volt (6 amps) electrical outlet will be furnished per booth. Any exception must meet with the consent of the management and must be paid for in advance. The Fairgrounds electrician will do all electrical work. **NO EXCEPTIONS. Exhibitors are asked to bring extension cords and/or surge protectors.**
7. Reserved parking for exhibitors is in the back of the buildings. Access to the vendor parking area is through the gate next to the ball park on the north end of the buildings. **All deliveries must be made and vehicles removed from in front of the doorways 30 minutes prior to Fair's daily opening.** Admittance into the buildings will be through the 4-H building, Art building, or the Food Court. Entrances will be marked.
8. Giveaways are permissible provided they coincide with applicable Federal, State and Local laws and are approved by the Fair Management. Gambling is strictly prohibited. **All giveaways must be reported to the Fair Office.**
9. The Management reserves the right to decline or prohibit any exhibits in whole or part of which in its opinion is not suitable. Any unsuitable items brought to the fairgrounds will result in the same being promptly removed.
10. **NO VEHICLES, ANIMALS (unless permission is granted) or SMOKING IN THE BUILDING AT ANY TIME.**
11. **NO FOOD AND/OR DRINK WILL BE IN BUILDINGS UNLESS APPROVED BY MANAGEMENT.**
12. Exhibitors are responsible for State Sales Tax.
13. Each booth will have 4ft. curtains to separate booths. One 8' table, covered and skirted, will be in each booth. Additional tables can be rented at \$15.00 each and will not be covered and skirted unless purchased prior to Friday, October 16, 2009.

I (we) understand the Northwest Florida Fairgrounds assumes no liability for vendors and/or their property to include expenses related to their operations. I understand that I am responsible for providing my own liability insurance and hold harmless the Northwest Florida Fairgrounds, its director and employees, from any act of God, accident, or mishap during my venue on their property. I have received, read and understand the Policies and Procedures as set forth by the Northwest Florida Fairgrounds and agree to adhere to and uphold these rules as they are stated.

Vendor Signature _____

Date _____