



NORTHWEST FLORIDA FAIR

SEPTEMBER 23-27, 2025

Vendor Agreement

We are pleased to have your company show its support by having a booth at the 2025 Fair. Your booth does more than promote your company, it shows your interest in the Fair and Northwest Florida.

Guidelines:

- Exhibitors may start setting up exhibits on Monday September 22nd, 8 am-6 pm, and Tuesday September 23rd, 8 am-3 pm. All exhibits must be in place no later than 4 pm on Tuesday September 23rd. Any space not occupied by 4 pm September 23rd will revert to the Fair and all payments are forfeited. Security will start Monday September 22nd at 6 pm
- It is required that your booth be operated and staffed during the Fair. The hours will be Tuesday through Thursday from 5 pm until 9 pm, Friday 5 pm until 10 pm (possibly 11 pm) and Saturday 2 pm until closing. Please be

prepared to leave your booth intact until 9:00 pm on Saturday. After 9 pm you may start removing items from your booth, but no vehicles will be permitted inside the buildings. Exhibits can be removed on Saturday September 27th from 9 pm until 11 pm or Sunday 1 pm until 6 pm. Any property left after will become the property of the Fair Association.

- You will be provided with 14 complimentary tickets for the week, 2 for each night and 6 for Saturday for workers who will be staffing the booth. If you need to purchase additional tickets, you may do so at the time you pick up your tickets and avoid the ticket line. These tickets must be turned in and entry made through Gate 4. Tickets are \$5.00 apiece. Please make sure that the people you have working have these passes or they will be required to purchase a ticket at \$10.00 per ticket before entering. The Vendor door (Gate 5) will be unlocked 30 minutes before the fair each day. It will be locked promptly at 5pm during the week and at 2pm on Saturday. Vendors are permitted to come and go during that time (without a ticket) through that door, but once the fair opens, they will have to go through Gate 4, the main entrance. It is advisable to get a gate stamp to be able to re-enter the fair without paying the entrance fee. At any time past the opening of the fair if a new or replacement vendor needs to come in, they are required to use one of your vendors passes or pay the \$10 admission fee.

- We will provide tables and chairs and one 110 outlet.

- If there is anything we can do to help you with your booth, please do not hesitate to contact us. Booth assignments will be determined after September 15 and legacy booth holders will have priority for their spots from previous years. The Northwest Florida Fair reserves the discretion to move booths spots for show management purposes if needed.

Location: 1958 Lewis Turner Blvd. Fort Walton Beach, Florida, 32547

Mailing Address: 1319 Lewis Turner Blvd. Fort Walton Beach, Florida, 32547

Vendor Agreement for the Northwest Florida Fair

BUILDING DAMAGE

Painting of any kind within the Northwest Florida Fair is strictly prohibited. Nothing may be glued, taped, tacked, nailed, or in any way affixed to any interior or exterior surface of the Northwest Florida Fair. Nothing may be attached to exhibit floor columns, even within booths; drilling into Northwest Florida Fair concrete floor is prohibited. The use of glitter, glue, staples, and adhesive- backed (stick-on) decals are strictly prohibited and may not be distributed or used for any purpose within the Northwest Florida Fair. Exhibitors are responsible for the removal of booth- marking tape, carpet tape, and tape residue left on exhibit hall floors. Exhibitors who do not remove tape and residue will be billed for all labor and materials charges for Northwest Florida Fair removal of tape and residue. Procedure for removal of tape, paint, glue, glitter etc. must meet the Northwest Florida Fair guidelines. Contact the Northwest Florida Fair Management for more information.

BALLOONS

Helium-filled balloons are allowed in the Northwest Florida Fair only as part of a display and must be securely fastened to the booth. Balloons may not be given out at the Northwest Florida Fair. The exhibitor is responsible for all expenses incurred in removal of balloons that become entangled in the Northwest Florida Fair's ceiling trusses.

ANIMALS

All approved live animal displays must be located away from any food and/or beverage service. Waiver of this prohibition may depend on type, size, and number of animals, their containment method; handler/trainer supervision, required insurance certificates, etc. Contact the Northwest Florida Fair management for information. All livestock including rabbits, poultry, etc. must have gone through a state inspector from FDACS.

FOOD AND BEVERAGE SAMPLING

Exhibitors can distribute small, bite-sized, individually wrapped candies. The distribution of chewing gum is strictly prohibited. Only those vendors that fall under the category of cottage industries according to FDACS may provide samples of their food or beverages

in any other capacity. Distribution of any other food or beverage items must be coordinated through Northwest Florida Fair management.

SMOKING

Smoking is always prohibited in all areas of the Northwest Florida Fair inside or outside of the building, including exhibit halls, livestock barns, lobbies, food service areas, public and service corridors, and restrooms including port-a-potties except in those areas specifically designated for the purpose of smoking.

EXITS AND SAFETY

No furnishings, decorations, or other booth objects can obstruct exits, access to exits, or visibility of emergency exits. The path of travel to exits may not be blocked by furniture or any other movable objects. This includes the use of fog, stand-up displays, machines, balloons, etc.

STAFFING OF BOOTHS

All exhibitors or vendors are expected to be in their booths during all published show hours. As a courtesy to those attending the Northwest Florida Fair, and to your fellow Exhibitors, all Exhibitors must open their booth on time and staff it with at least one person throughout all open exhibit hall hours.

DEMONSTRATIONS AND HAND-OUTS

Exhibitors demonstrating products and/or distributing marketing materials, product samples or souvenirs must stay within the confines of their rented exhibit area. Working in the aisle is strictly prohibited and will be enforced by show management.

APPLICATION AND PAYMENT

Applications for exhibit space must be signed, and payment in full must be received before exhibit space will be assigned or program information will be published. Fees are payable in U.S. dollars drawn on U.S. banks.

ASSIGNMENT OF EXHIBIT SPACE

All exhibit spaces that have been paid in full will be assigned their spaces upon receipt of payment. Space preferences will be accommodated when possible. Previous years' vendors will be given priority on booth assignments. Northwest Florida Fair reserves the right to change booth assignments or to move exhibit booths to resolve competitive situations or for any other reason for the good of the overall show or event. No changes will be made without prior notification of the exhibitor(s) involved.

BOOTH CONDUCT

No exhibitor may operate in a way that interferes with the rights of another exhibitor. Exhibits and display materials may not span beyond the space allotted. All exhibits should be presented in a professional manner. Operation of objectionable sound devices and objectionable visual displays are prohibited. Northwest Florida Fair, at its sole discretion, may determine what is objectionable.

The following practices are disallowed by Northwest Florida Fair:

- Loud electrical or other mechanical apparatus disturbing other exhibitors and/or visitors.
- Theater-seating arrangements for more than six (6) individuals and/or presentation stages.
- Canvassing outside the booth, including aisles, entrances, or any other public space.
- Entering another exhibitor's booth without permission.
- Photographs of attendees or another exhibitor's booth without permission.
- Smoking in or around the exhibit hall.
- Threats to Northwest Florida Fair staff, volunteers, or individuals representing other exhibiting companies.

DISPLAYS AND DECORATIONS

Signs, decorations, promotions, or display fixtures may not be taped, nailed, tacked, or attached in a way that may leave a residue or have the possibility to damage any surface within the exhibit halls or building area. All equipment, promotions, signage, tables, and/or advertising must be confined to the exhibitor's space. Nothing may be displayed or projected outside of the exhibit space. Nothing shall be posted on, nailed, screwed, or otherwise attached to columns, walls, floors, or other parts of the building or furniture.

SUBLETTING AND SHARING OF EXHIBIT SPACE

Exhibitors may not reassign or sublet their assigned exhibit space and may not display products or services other than those normally sold by them unless prior approval is obtained from the Northwest Florida Fair.

RELEASE AND LIABILITY WAIVER

The owner or custodian of the property of any kind brought to the Northwest Florida Fair, either for exhibition or other purposes, assumes all risk and responsibility for its loss, damage, or theft as a condition of its admission to the grounds. The Northwest Florida Fair Association, its officers, and employees cannot and will not accept responsibility and liability for any damage or injury resulting from theft, fire, elements, accidents, or other conditions or causes; whether to exhibits, property of the exhibitor, vehicles on the grounds, and articles left therein or any other property of any nature whatsoever.

WEBSITE AND SOCIAL MEDIA RELEASE FORM

By becoming a Vendor, I do hereby grant permission to the Northwest Florida Fair Association and to its entities, to post photos, video or other items, hereinafter referred to as "Materials," to and for the Northwest Florida Fair's website and social media accounts as well to local television, radio, and other news stations and newspapers.

I hereby release the Northwest Florida Fair Association, its representatives, staff, members, officers, and security from all claims and demands arising out of or in connection with any use of said "Materials," including, without limitation, all claims for invasion of privacy, infringement of my right of publicity, defamation, and any other personal and property rights. I acknowledge and agree that no sums will be due to me due to the use and exploitation of the "Materials" or any rights therein.

Northwest Florida Fair Vendor Agreement

By completing and forwarding a completed application, I acknowledge that I have requested to be granted the rental of booth space at the facilities located at 1958 Lewis Turner Blvd., Fort Walton Beach Florida and have read the foregoing agreement and fully understand it. I also state that all participants of this Exhibitor have read and will adhere to this agreement.

I further declare and represent that no promise, inducement, or agreement not herein expressed has been made and that this agreement contains the entire agreement between the parties hereto, and that the terms of this agreement are contractual and not mere recital.

By becoming an Exhibitor. I agree to hold harmless the Northwest Florida Fair Association, its directors, and Employees, The Okaloosa County Board of County Commissioners, from any act of God, from any accident or mishap related in the operation of our organization during the Fair.

Payment is due with the signing of the contract and will be returned if your booth is not approved. The Fair Association has the right to determine if the items or content for a booth are appropriate. Booth fees are non-refundable unless the Fair cancels **completely**.

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Northwest Florida Fair

VENDOR BOOTH SPACE APPLICATION

Number of Vendors will determine layout

\$250-10 x 10- Main. Extra booths-\$100 Total Booths Requested: _____

(Main booths are 10 ft frontage, extra booths are depth unless noted)

Purpose of Booth requested:

_____ Exhibit: Space used for the purpose of advertising, promoting, or educating.

_____ Exhibit: Space used for the purpose of selling services.

_____ Exhibit: Space used to sell merchandise, photos, T-shirts, novelties, etc.

_____ Exhibit: Nonprofit or educational display.

Description of Display:

Please provide a photo of your display as it will look like at the Fair.

I HAVE READ AND UNDERSTAND ALL THE POLICIES OF THE NORTHWEST FLORIDA FAIR.

Exhibit Name: _____

Exhibitor Contact: _____

Date: _____

Address: _____

City: _____ State: _____ Zip: _____

PHONE NUMBER: _____ E-Mail Address: _____

Please include payment with your application if mailed. If you prefer to pay by credit card (+5%), please email this application to brian@nwffair.com. I will contact you with payment options. PLEASE RETURN YOUR PAYMENT BY SEPTEMBER 15, 2025

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