

2024 Monroe County Fair

Monday, July 1st – Sunday, July 7th

Hello Friends and Fair Exhibitors!

We’re excited about your interest in renting a commercial booth during our fair this year. Our rental pricing and policies are stated below. Please note that we offer reduced pricing if you rent with us early – before May 15! Our

deadline for reserving and renting your booth will be June 22nd this year. Thank you again for joining us at the fair!

***RENTAL PRICES:***

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| --- | --- | --- | --- | --- | --- |
|  | **1 - 10’ X 10’ Booth:** | **2 – 10’ x 10’ Booths:**  **(10’ x 20’ long)** | **3 – 10’ x 10’ Booths**  **(10’ x 30’ long)** | **Extras:** | |
| Before May 15th | $175 | $330 | $465 | Tables: $9.00/ea. | Tables with Overlay & Draping Tablecloths:  $23.00/ea. |
| After  May 15th | $195 | $365 | $515 | Chairs: $2.00/ea. |

***DATES AND TIMES:***

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| **Commercial Buildings Hours:** | Mon., July 1st – Fri., July 5th: 4pm – 10 pm  Sat., July 6th: Noon – 10 pm |
| **Booth Set-Up Hours:** | Friday, June 28th 10 am – 4 pm / Saturday, June 29th 10 am – 4:00 pm  Sunday, June 30th 1 pm – 4:00 pm |
| **Booth Tear Down Hours:** | Sun., July 7th: Inside Booths: Noon -3 pm/Outside Booths: after 6 pm |

***RENTAL POLICIES:***

\****Payment:*** All booth rentals, along with any desired extras, must be paid for in full at the time of application.

\****Discount:*** Contracts returned before May 15, accompanied by payment and proof of insurance, receive a discount!

\****Insurance:*** Certificate of Liability Insurance MUST be on file for all commercial vendors. For your convenience, insurance

may be purchased directly from the Fairgrounds. Contact us for more information and pricing.

\****Staffing:*** Staffing of booth is up to you and your organization.

\****Access and Parking:*** **Vendors will use Gate #1 for access to the vendor parking area located behind the carnival area.**

During the fair operating hours listed above, Commercial Drive (the drive east of the Commercial Buildings) will be gated

off per Indiana State Fire Marshall’s orders. ABSOLUTELY NO VEHICLES are allowed on Commercial Drive during this time!

**\**Commercial Building Access:*** ABSOLUTELY NO ACCESS will be allowed except during the hours listed above!

\****Booth Set Up:*** ALL BOOTHS MUST be completed and ready to display by Sunday, June 30th.

\****Parking Passes/Arm Bands:*** Packets will be available during Booth Setup hours. Each vendor will receive two passes and two armbands as part of their booth rental fee. Additional arm bands can be purchased for $15.00.

\****Limits on Sales of Items in Booths:*** ABSOLUTELY NO guns, or anything obscene and/or illegal will be allowed. If

necessary, action involving law enforcement will be executed at the discretion of the Commercial Booth Committee.

\****Security:*** Although security will be on the fairgrounds, the Monroe County Fair Board and the Commercial Booth

Committee will in no way assume responsibility for any items, belongings, or materials inside the booth areas.

\****Prize Drawings:*** All drawings for giveaway items and prizes must take place in the booth before the fair ends.

\****Space Changes:*** The Monroe County Fair Board and/or the Commercial Booth Committee reserve the right to make

changes to the allocation of space(s) at any time up to and including the opening day of the fair.

\****Booth Tear Down:*** Tearing down your booth will occur on Sunday, July 7th, with the times depending upon whether it is

located inside or outside of the Commercial Buildings. Please see the chart above for times.

***\*Inside Booths:*** Although removal may start on Sunday, July 7th at noon, no vehicles will be allowed near the

buildings on Commercial Drive between the hours of 12 pm – 6 pm per Indiana State Fire Marshall orders.

***\*\*Outside Booths:*** Please keep your displays up until 6:00 pm on Sunday, July 7th to accommodate our carnival and

fairgoers on the last day of the fair.

\****Questions and Concerns:*** Please e-mail us at: [mcfcommercialbooths@gmail.com](mailto:mcfcommercialbooths@gmail.com) or contact a member of the

Commercial Booth Committee: Angie Osborne-Chair, 812-325-4801 or Valarie Humphrey 812-325-3262.