



2019 Monroe County Fair
Sunday, June 30th – 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 1st! Our deadline for reserving and renting your booth will be June 15th, 2019 this year. Thank you again for joining us at the fair!

RENTAL PRICES:

	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 1 st :	\$171	\$324	\$459	Tables: \$7. ⁰⁰ /ea.	Tables with Overlay & Draping Tablecloths: \$20. ⁰⁰ /ea.
After May 1 st :	\$190	\$360	\$510	Chairs: \$1. ⁰⁰ /ea.	

DATES AND TIMES:

Commercial Buildings Hours:	Mon., July 1 st – Fri., July 5 th : 4 – 10 p.m. and Sat., July 6 th : Noon–10 p.m. ***Special Hours: Thursday, July 4 th : Noon – 10 p.m.***
Booth Set-Up Hours:	Saturday and Sunday, June 29 th and 30 th , from 9 a.m. – 4 p.m.
Booth Tear Down Hours:	Sun., July 7 th : <u>Inside Booths</u> : 9 a.m.- Noon* <u>Outside Booths</u> : after 6 p.m.**

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 1st, accompanied by payment and proof of insurance, receive a 10% 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 Monday, July 1st.
- ***Parking Passes:** Pick up for parking passes will be on Saturday or Sunday, June 29th or 30th, from 9 a.m. – 4 p.m. Each vendor will receive two (2) passes as part of their booth rental fee. Additional passes can be purchased at the Gazebo for \$20.⁰⁰/each. People without a parking pass will be charged admittance to the fairgrounds. NO EXCEPTIONS!
- ***Limits on Sales of Items in Booths:** ABSOLUTELY NO knives, 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 after 9 a.m.-noon, no vehicles will be allowed near the buildings on Commercial Drive between the hours of 12 p.m. – 6 p.m., per Indiana State Fire Marshall orders.
 - ****Outside Booths:** Please keep your displays up until 6:00 p.m. 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 or contact a member of the Commercial Booth Committee: Michelle Stanger, Chair, 812-219-2307 or Valarie Humphrey 812-325-3262