

# 2011 73<sup>rd</sup> Annual Faulkner County FAIR

September 20<sup>th</sup> – 24<sup>th</sup>

## COMMERCIAL EXHIBITS GENERAL INFO AND BOOTH SPACE APPLICATION

Applications must be received by September 1<sup>st</sup> for 2010 Fair exhibitors to receive the same booth space locations.

### General Information

- Set-Up: Monday, September 19<sup>th</sup> Noon – 8:00pm  
Tuesday, September 20<sup>th</sup> 9:00 am – 5:00pm  
Please enter the building on the southeast corner by the ticket windows for Commercial Exhibits Only.
- Exhibits Open: Tuesday, September 20<sup>th</sup> 5:00 pm – 10:00pm  
Wednesday, September 21<sup>st</sup> – Saturday, September 24<sup>th</sup> 9:00am - 10:00pm
- Booth Space Cost: **\$ 1.75 per square foot** (includes 8'ft back drape, 3' side drapes, and ID Sign) Space is available in 10 x 10 increments. As we assign space we will try to accommodate islands, peninsulas, and in-line booths as requested. The committee will do everything to accommodate your space request; however, final layout is determined by booths sold. **Outdoor Booth Space** will be available outside on the grounds on a quote basis for larger exhibits or exhibitors who prefer to be outdoors.
- Accessory Cost: (1) One 6' Table and 2 Chairs - **\$10**  
You may bring your own chairs and tables as long as they fit inside your booth dimensions.
- Parking Pass: Two passes per 100 sq.ft. of booth space. Additional passes must be purchased at the FAIR OFFICE for cost of general parking. **If you have multiple persons working multiple shifts, passes will need to be purchased and passed around. NO EXCEPTIONS.**
- Booth Security: It is the Exhibitors' responsibility, not the Fair Board, for all property in the booths from the setup of the fair to the closing date. The buildings will be locked upon closing hour each night and will not be accessible to the public during closed hours.
- Move Out: Exhibitor MAY NOT remove any items prior to 10:00pm on Saturday, September 24<sup>th</sup>. Exhibitors must have ALL booth materials removed by Sunday, September 25<sup>th</sup> at 5:00pm. Exceptions must be approved by the Chairman of the Fair Board.
- Electrical Provided: If you need electrical service, please note your requirements on the application. Every effort will be made to provide electrical service at or near your booth space. An extension cord may be necessary and would be the responsibility of the vendor to provide. Electrical available is 115/60/1. No other options are available at this time inside the building. Limited access to 220V for commercial exhibits would need to be approved prior to booth rental.
- Items for Sale: Items may be sold inside the building with the approval of the Commercial Exhibits Supervisor only. Tax liability to the state will be the responsibility of the vendor. A report of the gross sales must be provided to the Fair Board prior to the end of the fair. **NO FOOD OR DRINK ITEMS UNLESS PREVIOUSLY APPROVED.**
- Competitive Exhibits: Exhibits containing like or same products will be allowed. Efforts will be made to locate booths apart from each other as best as possible.
- Raffles/Drawings: Raffles and/or drawings are the responsibility of the Exhibitor with prior approval of the Commercial Exhibit Superintendant.
- Items with Gasoline Motors: Fuel tank must meet City of Conway Fire Code regulations for level of fuel and the positive battery wire must be disconnected while the vehicle is on exhibit. Please call with questions.

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Exhibit materials in the booth cannot be over 48" h in the front 5' feet of your booth space if you are in a linear booth with another booth adjacent to your booth. All measures must be taken to meet these guidelines. Exceptions must be approved by the commercial exhibit superintendant at time of set-up.

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**IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT Mike Raycher @ 501-472-9375.**

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# 2011 COMMERCIAL EXHIBITS BOOTH SPACE APPLICATION

Company Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Contact Person: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

\_\_\_\_\_ Check if 2010 Exhibitor    \_\_\_\_\_ Check if New Exhibitor    \_\_\_\_\_ Check if Exhibiting a Motor Vehicle

\_\_\_\_\_ Check if Selling Approved Items

Booth Space Requested (Check One): 10x10 \_\_\_\_\_ 10x20 \_\_\_\_\_ 10x30 \_\_\_\_\_ 20x20 \_\_\_\_\_ Other: \_\_\_\_\_

A) Booth Cost: (EX: 10x10=100sq.ft. x \$1.75= \$175 and so on)

\_\_\_\_\_ x \_\_\_\_\_ x \$1.75 = \_\_\_\_\_

B) Number of Table(s) \_\_\_\_\_ x \$10 = \_\_\_\_\_

C) **TOTAL COST (A +B)** \_\_\_\_\_

Booth Type:            \_\_\_\_\_ In-Line (10'D x 10' Increments)  
                              \_\_\_\_\_ Island (20'W x 20' or larger in 10' Increments)  
                              \_\_\_\_\_ Peninsula (20'W x 10'D or larger in 10' Increments)

Electrical Needed:    \_\_\_\_\_ Check here for electrical outlet if needed.

Mail Application & Payment To:            **Faulkner County Fair Board**  
  **C/O Mike Raycher**  
  **11 Shady Valley Dr**  
  **Conway, AR 72034**

Or FAX application in advance of payment to:            **866-271-5411**

**(If faxing application, payment must be prior to initial set-up time to hold space requested for prior year vendors. Payment for new vendors would be required at time of set-up if faxing application.)**

**No Internet or Phone Lines are available in the building. If needed the vendor must bring their own wireless equipment.**

**IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT Mike Raycher @ 501-472-9375.**

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