

WAYNE COUNTY 4-H FAIR VENDOR and EXHIBITOR INFORMATION

VERY IMPORTANT -- Please mail signed contract (keep a copy for your records), a copy of insurance coverage must be provided prior to set up completion. A check or money order for payment should be made payable to Wayne County 4-H Fair Committee. **Mail signed contract and payment to: Sheila Shaw, Vendor Officer, 7183 US 35 North, Williamsburg, IN 47393**
For Information call – Sheila Shaw at (765) 993-2518 or email at Sheilashaw58@yahoo.com

Location –**DO NOT MAIL YOUR CONTRACT TO PHYSICAL ADDRESS OF FAIR** The Wayne County 4-H Fair is held at the Wayne County Fairgrounds located at 861 North Salisbury Road, Richmond, IN 47374. Website: **www.wayneco4hfair.com** Additional area information on hotel, banking and general information may be found by contacting the Wayne Co. Tourism Bureau at **www.visitrichmond.org**.

Ground Space -- Calculated by number of feet across front. ALL vendors should calculate ground space, if tent rented it's an addition to ground space.

Electricity Hook-up by Designated Fair Electrician Only -- Please provide amps required on contract in order to provide service needed and prevent delay during set up. Hook up cords should be a minimum of 125 ft long, not provided for trailers. Only 110V outlet extension cords provided with 110V service, and a strand of lights for rental tents only provided with 110V service requested.

Water -- Hook ups available (shared hydrants), please be prepared with a multiple adaptor to insure easy set up.

Wastewater storage/dumping -- There is **NO** wastewater sewage hook ups available; you will need to provide a Blueboy (or similar) wastewater holding container for dumping in designated sites.

Grease traps are not available during the week of the fair. However containers for waste grease will be provided at time of tear down. Storage containers for any waste grease during the week should be maintained by vendor.

Tent Rental is provided as a service to exhibitors and vendors for a fee. These tents include sides and will be set up and removed by the tent provider. The fair committee will permit you to provide your own tent; however, please note that we are not responsible for damage to personal tents during inclement weather. WE recommend renting a tent if you do not have a commercial style tent or canopy system. If a size is needed that is not listed on the front, please contact the vendor officer for additional sizes and prices.

Camping – Camping is permitted in the designated Vendor Camping Section for a weekly charge of \$100.00 per unit (includes electric and water). There should be **NO** tents for camping on any vendor sites, **ONLY** those tents, trailers and canopies for exhibits/service and supplies permitted. Equipment and supply trailers may be parked in vendor area with prior permission if space is available.

Parking Passes -- \$15.00/weekly and \$5.00 daily (4 weekly provided with paid contract) Passes will be mailed **ONLY** on request. Passes provided during set up. Passes required on Saturdays after 11 am and weekdays after 4 pm.

Operating Hours -- Please refer to the fair program on the website **www.wayneco4hfair.com** for details of daily activities. Note, Friday, June 21 there will be a minimum number of events and activities 5-10 pm. We request **ALL** vendors and exhibitors to **open no later than 2 pm on weekends and 4 pm weekdays**; and remain open until 10 pm at a minimum. We encourage you to open for daily events and remain open until midway and track events conclude. Note: You are welcome to vend throughout the set up period once your permits have been obtained and concession inspected.

Wayne Co. Health Department -- Permits must be obtained prior to Friday, June 21, 2019 at 12 noon. Inspectors will be available on June 21 for inspections; call 765-973-9245 to set up earlier inspection. Please carefully read WCHD requirements on the website to insure compliance. Note: Indiana requires each vendor to have a Certified Safe Food Handler, contact the WCHD located at 201 East Main Street, Richmond, Indiana or phone 765-973-9245. Fees cannot be accepted on location, they must be paid at WCHD office. The 2019 temporary food service permit is \$15.00/day of operation; subject to change by WCHD. Permits and inspections **MUST** be completed prior to operation. **www.co.wayne.in.us/health/**

SET-UP – **Wednesday, June 19 thru Thursday, June 20, 2019 10:00 a.m. -- 8:00 p.m.; Friday, June 21 10 am – 10 pm**
Contact the Vendor Officer if you cannot complete set up within these times. NO early trailer drops permitted or set up outside of designated times without prior permission.

TEAR DOWN -- **After 11:00 p.m. Saturday, June 29 2019 NO EARLEY TEAR DOWNS PERMITTED . YOU MUST STAY SET UP UNTILL CLOSING ON SATURDAY NIGHT. IF YOU TEAR DOWN EARLY YOU COULD LOOSE YOUR SPOT FOR THE FOLLOWING YEAR. Unless prior arrangements made with Vendor Officer. ALL vendor and exhibitor property MUST be removed no later than Monday, July 1 2019. Any approved electric hook ups after this date may be assessed a fee. ALL RENTAL TENTS MUST be cleared of Vendor property no later that 6 am Sunday, June 30 2019; tents will be removed and the Wayne Co. 4-H Fair committee will not be responsible for vendor property left in rented tents.**

General fairground rules – No knives, guns, alcohol, or tobacco products allowed on the fairgrounds unless approved for contracted service. No animals other than 4-H fair projects or contracted events. No vendor sales or samples permitted of prohibited items or toy items representative of the prohibited items (exception being stuffed animals).

Golf carts and utility vehicles must be registered at the fair office prior to use on the grounds. Drivers must be at least 16 yrs old. **NO MOTORIZED VEHICLES WILL BE PERMITTED IN VENDOR/EXHIBITOR AREA 4 -10 PM DAILY June 22-29.**

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SPECIAL NOTE FOOD VENDORS.....

All food vendors will have their equipment (used in connection with the concession) clean and presentable and subject at all times inspection and decisions of the vendor officer whose orders are final. All food vendors are responsible for obtaining county health permits; all food vendors must keep their prices posted in plain site to the public.

In the event of a mistake in space contracted, the Wayne county 4H Fair Committee reserves the right to make decisions, which shall be final. No contract may be sub-leased. The Wayne County Fair assumes no liability for any loss or damage to property or by reason of any claim for personal injury, including death.

Lessee Signature _____ Date _____

